



POUGHKEEPSIE CITY SCHOOL DISTRICT
2018-2019 District-Wide Safety Plan

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SECTION 1: INTRODUCTION

School districts are at risk of experiencing acts of violence, natural and manmade disasters, and other emergencies that must be addressed in an expeditious and effective manner. To address these emergencies the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Pursuant to the Project SAVE legislation and Regulation 155.17 of the New York State Commissioner of Education, the Poughkeepsie City School District Superintendent and Board of Education convened a District-wide SAVE Committee of school community stakeholders and charged it with the development and maintenance of the District-wide School Safety Plan.

The District-wide School Safety Plan is reviewed annually by the District-wide SAVE Committee. An updated District-wide School Safety Plan will be formally adopted by the Board of Education pursuant to Regulation 155.17 each year prior to September 1. At least one public hearing will be held prior to adoption of the plan and will provide for the participation of school personnel, parents, students and any other interested parties.

Copies of the most recent Board-adopted plan will be kept in the Superintendent's office as well as in the offices of all Assistant Superintendents and all building principals. A copy of the District-Wide Safety Plan can also be found at www.poughkeepsieschools.org.

Following the adoption of the District-wide School Safety Plan, each building principal will appoint a Building-level Emergency Response Team to develop a Building-level Emergency Response Plan. The District-wide School Safety Plan together with all Building-level Emergency Response Plans form a comprehensive safety plan for the Poughkeepsie City School Districts

Updated copies of the District-Wide School Safety Plan and each Building-level Emergency Response Plan will be given to local emergency responders and the State Police within 30 days of adoption.

SECTION 2: PLAN OVERVIEW

A. Concept of Operations

- This District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-Wide School Safety Plan guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-level Emergency

Response Team. Emergencies may include fire, explosions, chemical spills, medical emergencies, severe weather, building safety situations, civil disturbances, evacuations, and other threats to the safety of the school community.

- Upon the activation of the Building-level Emergency Response Team, the Superintendent of Schools and the Chief Emergency Officer will be notified and, where appropriate, local emergency officials will be notified.
- Response efforts may be supplemented by local, county, and state resources (i.e. police, fire department, EMS, County Sheriff and the State Police) as needed.
- The Building-level School Post Incident Response Team will assist the school community in dealing with the aftermath of a violent, traumatic, or tragic incident, and will coordinate with the Dutchess County Department of Behavioral and Community Health, Dutchess County BOCES, the New York State Center for School Safety, and New York State Mental Health Services.

B. Chief Emergency Officer

Education Law § 2801-a, requires district-wide safety plans to include the designation of a chief emergency officer. The designated chief emergency officer is:

CHIEF EMERGENCY OFFICER

Name	Phone Number	Email Address
Christian G. Hodge, Sr.	(845) 451-4986	chodge@poughkeepsieschools.org

The district chief emergency officer’s duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
3. Ensuring staff understanding of the district-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;
6. Coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the

commissioner.

**SECTION 3: GENERAL POLICIES AND PROCEDURES FOR
RESPONDING TO SCHOOL VIOLENCE**

A. Policies and Procedures for Responding to 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 in writing of any implied or direct threat of violence directed at students, themselves, others or property and to properly enter such information into the student management system, Infinite Campus (“IC”), by the end of the school day.
 - 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. The Superintendent will ensure that students, staff, parents and others are educated about the importance of reporting threats and the procedures of reporting on an annual basis.

2. Investigating implied or direct threats of violence:
 - a. The building administrator will investigate, or cause an investigation to be conducted, for all reported implied or direct threats of violence and will make the determination for disciplinary measures consistent with the Code of Conduct. For an incident that may involve Title IX, the building administrator shall consult with the District Title IX officer, Todd Aldinger Esq., prior to starting an investigation.
 - 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 and ensure that such

- threats are properly entered into IC.
 - 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.
 - e. The Superintendent will inform the parent(s)/guardian(s) of any student against whom serious violent threats are made of the threat.
4. Reporting of implied or direct threats of violence by a student against themselves to parents/guardians, including threats of suicide:
- a. In any case where a student makes an implied or direct threat against himself/herself, including threats of suicide, district employee(s) who are aware of such a threat will immediately coordinate with the building principal, a District social worker, a school psychologist, and/or a school counselor to address the situation and will contact such student's parents/guardians with information regarding suicide prevention.
 - b. Appropriate District personnel will be made available to parents to discuss suicide prevention and refer parents to additional resources, if needed.

B. Policies and Procedures for Responding to 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 and to properly enter such information into the student management system, Infinite Campus ("IC"), by the end of the school day.
 - 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. For an incident that may involve Title IX, the building administrator shall consult with the

District Title IX officer, Todd Aldinger Esq., prior to starting an investigation.

- b. Serious violent incidents (acts), including violent offenses listed in the SAVE regulations, 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.

3. Reporting acts of violence to authorities:

a. **IN AN EMERGENCY. POLICE SHOULD BE CONTACTED BY DIALING 911**

- b. In a non-emergency situation the police agencies that serve the district may be contacted at the following numbers:

City of Poughkeepsie Police Department	845-451-4000
Dutchess County Sheriff 's Office	845-486-3800
New York State Police	845-677-7300

- c. The following incidents require the involvement of the police as mandated by SAVE. Any student, employee, parent or visitor on school grounds who:

- i. Commits an act of violence (defined as a serious incident under VADIR) upon a teacher, administrator or other school employee;
- ii. Commits an act of violence (defined as a serious incident under VADIR) to another student while on school district property;
- iii. Commits an act of violence (defined as a serious incident under VADIR) to any person lawfully upon school district property;
- iv. Possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous weapon;
- v. 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;
- vi. Knowingly and intentionally causes significant damage or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property; and
- vii. Knowingly and intentionally causes significant damage or destroys school property.

- d. Other incidents of violence than those listed above may be reported to the police by the building principal or designee.
- e. 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. All incidents that have police involvement shall be reported to the Superintendent.

4. 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.
 - a. The District procedure for early dismissal as a result of a violent incident, an emergency or otherwise is as follows:
 - i. Superintendent or his/her designee decides on an early dismissal.
 - ii. Transportation Director is notified to supply buses.
 - iii. Central Administration and Building Administrators are informed.
 - iv. Staff and students are informed of closing.
 - v. Parents are notified of early dismissal through media contacts (radio stations, television, web site.) Parents may also be notified using robo-calls and alerts on the District Web site.
 - vi. Every September, parents of elementary students will provide the school with alternative plans for emergency/early dismissal. Parents must notify the school if the information changes.
 - b. Parents will receive information about any threat or act of violence that precipitated 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.
 - c. The Superintendent will inform the parent(s)/guardian(s) of any student against whom a violent act is committed.

While the District thoroughly denounces all forms of violence, the District does not maintain zero-tolerance policies for all instances of school violence. Instead, the proper response for each violent incident, including subsequent disciplinary actions, must be evaluated on a case-by-case basis, taking into account: the cause of the incident, including whether it was premeditated; whether the incident caused injuries; federal law requirements on the punishment for possessing weapons on school grounds; and other relevant factors.

SECTION 4: PROCEDURES FOR RESPONDING TO SPECIFIC EMERGENCIES

A. Procedures for Responding to Intrusions

These following procedures are to be implemented when there is an

INTRUSION by an unauthorized individual into a school building (the individual who generally responsible for ensuring each specific action is underlined in parentheses):

1. Immediately notify the building principal/main office of the intrusion, and then immediately call 9-1-1. (First person on the scene).
2. Give the order to LOCKDOWN. (Building Principal or Principal's designee).
3. Notify the local police and follow their instructions. (Building Principle).
4. Notify Superintendent of intrusion situation. (Building Principal).
5. Activate Building-level Emergency Response Team and Building-level Emergency Response Plan. (Building Principal).
6. Termination of emergency. (Police, Superintendent).
7. Make proper notifications. (Superintendent).

B. Procedures for Responding to Hostage-Taking

These following procedures are to be implemented when there is an occurrence of a HOSTAGE-TAKING (the individual who generally responsible for ensuring each specific action is underlined in parentheses):

1. Immediately notify the building principal of the hostage taking, and then immediately call 9-1-1. (First person on the scene).
2. Give the order to LOCKDOWN. (Building Principle or Principal's designee).
3. Notify the local police and follow their instructions. (Building Principal).
4. Notify Superintendent of hostage-taking situation. (Building Principal).
5. Activate Building-level Emergency Response Team and Building-level Emergency Response Plan. (Building Principal).
6. Notify parents or spouse of hostage(s). (Superintendent).
7. Termination of emergency. (Police, Superintendent).
8. Make proper notifications. (Superintendent).

C. Procedures for Responding to Kidnappings

These following procedures are to be implemented when there is an occurrence of a KIDNAPPING (the individual who generally responsible for ensuring each specific action is underlined in parentheses):

1. Immediately notify the building principal of the kidnapping, and then immediately call 9-1-1. (First person on the scene).
2. Give the order to LOCKDOWN or LOCKOUT as appropriate. (Building Principle or Principal's designee).

3. Notify the local police and follow their instructions. (Building Principal).
4. Notify Superintendent of kidnapping situation. (Building Principal).
5. Activate Building-level Emergency Response Team and Building-level Emergency Response Plan. (Building Principal).
6. Notify parents of kidnapped victims(s). (Superintendent).
7. Termination of emergency. (Police, Superintendent).
8. Make proper notifications. (Superintendent).

D. Procedures for Responding to Bomb Threats

No bomb threat should be treated as a hoax when it is first received. How a bomb threat is responded to is dependent upon the information is received, and how credible that information is. Each Building-level Emergency Response Plan contains various plans for dealing with bomb threats based on the specifics of the bomb threat.

These following procedures are to be implemented when a BOMB THREAT is received. To the extent practicable these same procedures should also be followed for biological/chemical threats, such as anthrax, poison, etc.

Written Threats

1. Immediately call 9-1-1.
2. Anyone receiving a written bomb threat must immediately notify the school building principal.
3. The building principal will immediately activate the Building-level Emergency Plan for dealing with Bomb Threats.
4. Handling of written bomb threat should be kept to an absolute minimum, since it may be used as evidence in a criminal investigation.
5. A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.
6. If the bomb threat is accompanied with a suspicious package, DO NOT touch the package and clear all persons out of the general vicinity of the package.

Telephone or Other Verbal Threats

1. PAY CAREFUL ATTENTION to the bomb threat. If possible, have more than one person listen in on the call.
2. Record the exact wording of the bomb threat.
3. Note the age, race, gender, and any other distinctive characteristics of the callers voice.
4. If possible, the following questions should be asked in this order:
 - a. When is the bomb going to explode?
 - b. Where is the bomb right now?
 - c. What does the bomb look like?

- d. What kind of bomb is it?
 - e. What will cause the bomb to explode?
 - f. Did you place the bomb?
 - g. Why did you place the bomb?
 - h. What is your address?
 - i. What is your name?
5. Immediately call 9-1-1 after receiving the threat and ending the call.
 6. Anyone receiving a written bomb threat must immediately notify the school building principal.
 7. The building principal will immediately activate the Building-level Emergency Plan for dealing with Bomb Threats.

SECTION 5: ARRANGEMENTS AND PROCEDURES FOR RESPONDING TO EMERGENCIES

A. Arrangements with Emergency Responders

The Poughkeepsie City School District has worked and will continue to work closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Emergency responder representatives are included on each school's Building-level Safety Team, and will provide technical assistance for the development of the Building-level Emergency Response Plans, specifically including emergency responder access to locked buildings and grounds during emergencies.

B. Arrangements for Obtaining Assistance from Emergency Service Organizations and Local Government Agencies

The Superintendent or designee will contact emergency services organizations and local government agencies to obtain assistance. The District has identified the following agencies and organizations as potential resources in an emergency:

Emergency Numbers	
AGENCY	CONTACT NUMBER
Fire Emergency	911
City of Poughkeepsie Police	451-4000 / 911
Mobile Life Ambulance	911/ 845-562-4357
American Red Cross	471-0200
Mid-Hudson Regional Hospital	483-5000
Vassar Hospital	454-8500
Dutchess County Department of Behavioral and Community Health	486-3402
New York State Police	677-7300
Federal Emergency Management Agency	1-800-621-3362

Centers for Disease Control (CDC)	770-488-7100
Astor Crisis Services	845-452-2372
Central Hudson	800-527-2714
Dutchess County Emergency Management	845-486-2020

C. Procedures for Obtaining Advice and Assistance from Local Government Officials

As needed, the Superintendent or designee will contact the Dutchess County Department of Emergency Response, the Dutchess County Executive, or the Mayor of Poughkeepsie for the purpose of obtaining advice and assistance.

Local Government Contact Numbers	
AGENCY	CONTACT NUMBER
Dutchess Dept. of Emergency Response	(845) 486-2080
Dutchess County Executive	(845) 486-2000
Mayor of Poughkeepsie	(845) 451-4073

D. Procedures for Identifying District Resources that May be Available for Use During an Emergency

1. Personnel

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 following staff members, with school/office and home telephone numbers:

1. Medical Personnel
 - a. School Physician (Nurse Practitioner)
 - b. Supervisor of Health and Safety School Nurses
 - c. Emergency Medical Technicians - trained First Aid trained staff CPR/AED trained staff:

District Nurses: Lanaya Ballou (Middle School), Lanayah Ballou (Morse), Joanne Bardin (High School), Joan Connor-Devere (Warring), Meredith Benanti (Krieger), Nancy Liber (ELC), Alyssa O'Donnell (Clinton) District Athletic Trainer (Vincent Lawrence)

2. Security Personnel
 - a. Principals: David Scott (Clinton), Colleen Hardiman (ELC), Jeffery Noto (Krieger), Da'Ron Wilson (Middle School), Ronald Jackson (High School) Nadine Dargin (Morse), Julliett Coxum (Warring)
 - b. Assistant Principals: Samantha Mitchell (Clinton), Paul Weir (Krieger), Kenneth Behr (Middle School), Sasha Barnes (Middle School), Sonia White (Middle

- School), Owen Kelso (High School), Robert Parkes (High School), Jenna Ferris (High School), and Athletic Director
- c. Head Custodians Trained Hall Monitors
- d. School Security Monitors
- e. Entrance Greeters
- f. Crisis Intervention Specialists
- 3. Crisis Response Personnel
 - a. Principals, Assistant Principals and Athletic Director
Director of PPS
 - b. Staff Psychologists
 - c. Guidance Counselors
 - d. Social Workers
 - e. Crisis intervention specialists
- 4. Department of Buildings and Grounds
 - a. Director of Buildings and Grounds Maintenance
 - b. Custodians
- 5. Department of Transportation
 - a. Director of Transportation
 - b. Drivers

2. Emergency Equipment

Each Building-level Emergency Response Plan will include a list with the location of emergency equipment available in each school. This list will include, but is not limited to:

- a. Medical supplies
- b. Medical equipment
- c. Automated External Defibrillators

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 in each school. This list will include, but is not limited to:

- a. Telephones
- b. Fax Machines
- c. Radios
- d. Building Intercom

E. Procedures for Coordinating District Resources and Manpower During Emergencies

The district will use the Incident Command System for Schools. Each Building-level Emergency Response Plan will designate the Incident Commander and other staff assignments for each building. Assignment of duties for Central Office is as follows:

I. Incident Commander: *Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response and coordinates/manages all ICS functions. Responsible for ensuring safety, providing information services to internal and external stakeholders (such as parents), and for establishing and maintaining liaison with other agencies participating in the incident.*

- Dr. Kathleen Farrell
- Dr. Elizabeth Ten Dyke (alternate)
- Dr. Steve Rappleyea (second alternate)

2. Safety Officer: *Monitors safety conditions and develops measure for assuring the safety of all response personnel.*

- Christian G. Hodge Sr.
- Dr. Steve Rappleyea (alternate)

3. Liaison Officer: *Serves as primary contact for supporting agencies assisting at an incident.*

- Dr. Elizabeth Ten Dyke
- Dawn Cupano (alternate)

4. Public Information Officer: *Serves as the conduit for information to internal and external stakeholders, including the media or parents.*

- Dr. Kathleen Farrell
- Dr. Elizabeth Ten Dyke (alternate)

5. Operations Chief: *May check outdoor areas for students and staff, maintain student and staff emergency contacts and medical information/supplies, oversee emergency kits and supplies, keep cellular phones or two-way radios to ensure constant communication, student release/parent reunification, and assist students and staff with special needs.*

- John Willabay
- Dr. Steve Rappleyea (alternate)

6. Planning/Documentation Chief: *Plans and conducts exercises, completes after-incident debriefings and reports, documents all incidents (both practice and real).*

- Christian Hodge
- Dr. Steve Rappleyea (alternate)

7. Logistics Chief: *Secures and coordinates resources needed by students, staff, and first responders during an incident, including food, shelter, buses, generators, and other supplies as needed*

- Dawn Cupano
- John Willabay (alternate)

If the lead person is not on-site, is unavailable, or cannot otherwise be reached, the next in succession will assume command.

The Superintendent or his/her designee may assign District personnel to provide assistance during an emergency, including assistance in maintaining necessary school and District operations.

F. System for Informing all Educational Agencies within the Poughkeepsie City School District of a Disaster or Emergency.

1. The Superintendent or designee shall inform all educational agencies within the Poughkeepsie City 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; fax number; home telephone number of key officials of said educational institutions; will be listed in an appendix of the District-wide Comprehensive School Safety Plan and will be updated annually by the first day of each new school year. Copies of the information will be maintained in the Offices of the Superintendent and Assistant Superintendents.

SECTION 6: EMERGENCY PREPARATION

A. Training, Drills and Exercises, Generally

The District will provide three levels of annual multi-hazard school training:

1. Responder training for members of the Incident Response and Post-Incident Response teams;
2. General staff awareness training conducted during Superintendent's Conference Days each year by the District's Chief Emergency Officer, response agencies and/or the BOCES staff (2-hour violence prevention and intervention training); and (staff members can also provide topics for the conference days as part of a labor-management collaboration);
3. Student awareness training of emergency response procedures conducted by building staff, including simulations of emergency response drills lockdown, shelter-in and evacuation conducted once before December and once before the end of the year.

B. Training of Personnel

The District provides annual training to staff in violence prevention and intervention, including but not limited to Superintendent's Conference Days

in the 2018-19. b. This training may include, but is not limited to emergency response, crisis management and de-escalation, emergency management systems, DASA, mandated reporting training, and other emergency response related topics. The District will continue to provide training in these areas for all staff and students. The District will also continue to collaborate with state and local police for future trainings in mental health and addressing violent situations.

The District will certify to the Commissioner (via BEDS in October each year) that all staff received annual training on the emergency response plan, and that the school safety training include violence prevention and components on mental health.

All newly hired staff will receive the appropriate training on the emergency response plan within 30 days of being hired.

C. Conducting of Drills

The Building Principal shall be responsible for conducting all drills required by law, including at least one drill every school year of each of the emergency response procedures outlined under their Building-level Emergency Response Plan. The types of drills to be conducted include, but are not limited to:

- Fire
- Emergency dismissal/evacuation
- Hold-in-place
- Shelter-in-place (weather related)
- Bus emergency evacuation
- Lockdown
- Lockout
- Medical/AED emergency

Drills will be conducted and reviewed in coordination with local and county emergency responders and emergency preparedness officials.

D. Table-top Exercises

Each Building-level Emergency Response Plan will provide for table-top exercises to be conducted and reviewed in coordination with local and county emergency responders and emergency preparedness officials in order to test emergency preparedness. At a minimum, these table-top exercises will include exercises designed to respond to the following scenarios:

- Intruder in the building
- Weapon in the building
- Serious violent incident
- Gas leak
- Shelter - off-site
- Power failure
- Bomb threat

SECTION 7: POLICIES AND PROCEDURES RELATING TO SCHOOL BUILDING SECURITY

A. District-wide Safety Strategies in All Buildings

- Implementation of school security monitors/supervising school monitors/greeters in buildings.
- Local police department drives around property and visits buildings regularly; State police department visits schools
- Staff members are required to enter the halls during pre-school hours, between periods and class changes, and after school.
- Recess monitors and lunch aides are assigned at appropriate times to meet the needs of scholars in the cafeterias, hallways, and playgrounds.
- Surveillance cameras are at several locations.
- All visitors must sign in and out and show proper identification; visitor badges are issued to all visitors.
- Video cameras at main entrances along with an entrance buzzer.
- Sign-in/Sign-out logs are in each building.
- School Monitors stationed at main entrance of all schools
- Building access to visitors limited to the main entrance
- Staff access entrances secured after entry
- Designated staff parking
- Designated visitor parking
- Vehicles prohibited on school property during arrival and dismissal
- All visitors required to sign in/out, affix sticker on clothing, and report to main office
- All district employees wear ID badges
- All High School students carry ID badges
- All Middle School students carry ID badges

B. Poughkeepsie City School District Security Department

The Poughkeepsie City School District Security Department consists of a Assistant Superintendent for Athletics, Physical Education, Health and Wellness and Security, and School Monitors who are stationed throughout the District. There are school monitors who serve as greeters in each school building.

Security members are required to walk the perimeter of the school to which they are assigned at least once a day, activity permitting. They are to check the parking lots for persons who do not belong and also check shrubbery for items that do not belong on school grounds, such as bikes, paraphernalia, weapons, etc.

Other duties include:

- Patrolling hallways
- Stopping students without hallway passes and bringing them to the office
- Checking all doors in an assigned area on a regular basis and responding to the sounding of the door prop alarms
- Checking all stairwells every period
- Checking all bathrooms every period
- Responding to calls for removals from classrooms or other locations in the school
- Responding to physical altercations
- Completing written incident reports
- Responding to any and all building-level emergencies, altercations, hazardous situations, and other endangerments

B. Security Devices

1. District Security Surveillance System

The District has a Security Surveillance System which is dedicated to all security aspects of the District. The Security Surveillance System is located in the office of the Assistant Superintendent for Athletics, Physical Education, Health and Wellness and Security in the High School. Presently, the District has 125 operational cameras: Morse School (3), Jane Bolin Administration Building (6), Middle School Hallways (31), Middle School Kitchen (9), High School interior and exterior (72). Nine of those 30 cameras are Pan Tilt Zoom (PTZ).

This surveillance is continuously monitored during school hours by the Assistant Superintendent for Athletics, Physical Education, Health and Wellness and Security's office to dispatch, redirecting of cameras, review and recording of notable events as needed to avoid the loss of data. Additional security staff will be trained to use the controls in the absence of the Assistant Superintendent for Security.

2. Metal Detectors

All students and visitors will be required to enter the building through the metal detector portal at the high school. The hand-held metal detectors will be used as a supplement to the portal metal detectors. If hand-held metal detectors are used the security staff will consist of male and female operators in order to perform scans on students of both genders.

SECTION 8: RISK REDUCTION, PREVENTION, AND INTERVENTION

A. District Prevention/Intervention Strategies

The District seeks to reduce the risk of violence by:

1. Putting in place the following violence prevention and intervention

strategies designed to improve communication among students and between students and staff:

- a. Assemblies to discuss pertinent issues;
 - b. Interventions by teachers, counselors, social workers, psychologists, teaching assistants, and administrators;
 - c. Group discussions led by school support team staff members;
 - d. Restorative Justice Circles;
 - e. Character Education programs;
 - f. Programs developed by Family and the Community Engagement Committee and Transformation/Community Engagement Teams;
 - g. Positive Behavioral Interventions and Supports (PBIS);
 - h. The Development and Implementation of a Code of Conduct; and
 - i. A Dignity for All Students Act (DASA) policy.
2. K-9 unit drills at the secondary level with the local and state police.
 3. Making information available to parents/guardians on how to identify potentially violent behaviors.
 4. Teaching interpersonal violence prevention education, as appropriate.
 5. Continuing to explore violence prevention programs based on student needs.
 6. Making school support team personnel available in every school for targeted interventions and support for social/emotional development.

B. Procedures for the Dissemination of Information on the Detection and Prevention of Potentially Violent Behaviors

The Superintendent shall ensure that students, staff, parents, and community members receive information regarding the early detection of potentially violent behavior. This information will include but not be limited to, the identification of family, community, and environmental factors that contribute to potentially violent behavior. The Superintendent may provide for the dissemination of information regarding early detection of potentially violent behavior:

- To staff during faculty and staff meetings, on conference days, and/or through the District's website or social media.
- To parents will receive information on the detection of potentially violent behaviors during Open Houses, at Report Card Conferences, at Parent University, and/or through the District's website.
- To students during instruction or activities during the school day and/or through the District's website or social media.
- Information regarding the early detection of potentially violent behavior, "Early Warning, Timely Response," can be found on the following link from the US Department of Education:

<http://cecp.air.org/guide/guide.pdf>