



CAPITAL REGION
**NURSES MIDDLE
COLLEGE**
CHARTER HIGH SCHOOL

Nurses Middle College Charter High School Capital Region

District-Wide: School Safety Plan
2024-2025

www.nursescr.org

Purpose

A critical component of a successful and safe school is a detailed plan. Nurses Middle College - Capital Region combines a variety of programs, strategies, and community partnerships to provide a positive and safe learning environment for its students, faculty, and staff.

Nurses Middle College - Capital Region has created a comprehensive Employee Handbook that details appropriate procedures for faculty and staff in their interactions with students. In addition, Nurses Middle College - Capital Region holds regular faculty meetings in which staff are able to discuss issues as they relate to safety and other issues pertinent to the school. All handbooks and policies follow regulations as set forth by city, state, and federal education regulations.

This District-Wide School Safety Plan outlines the policies in place at Nurses Middle College - Capital Region to maintain a safe and secure school environment for students, faculty, and staff.

The District School Safety Team members include a representative from the Board of Trustees, a teacher representative, a school leader, a parent representative, a member of the school facilities team, and student representatives.

Contact information for local community school districts and local precincts are as follows:

Official School Name: Nurses Middle College - Capital Region

District Chief Executive Officer: Dr. Pamela McCue
119 Washington Ave, Rensselaer, NY 12144

Community School District (CSD): Albany City School District, Rensselaer City School District, Troy City School District

Local Police Precinct: City of Rensselaer Police Department

City of Rensselaer Police Department
62 Washington Street
Rensselaer, NY 12144
518-462-7451

General School and Safety Information

The facility has an electronic security system, which includes security cameras, alarmed external doors, and a system called SchoolPass. SchoolPass enables schools to consolidate wellness screening, dismissal automation, campus safety, mass notification, and parent engagement. It allows the school to easily manage the arrival, screening, and departure of students, visitors, and staff. In addition, school leadership and staff can accurately account for everyone on campus throughout the school day, especially during an emergency. Faculty and staff, with training, enforce Nurses Middle College - Capital Region's safety procedures.

All visitors to Nurses Middle College - Capital Region must present a valid form of photo identification upon entry. Staff sign-in visitors and issue a visitor's pass. Visitors remain in the waiting area located in the lobby until an escort arrives to lead them to their destination. Escorts walk visitors back to the lobby where the staff sign them out of the facility.

The building is open Monday through Friday from 7am to 5pm. Staff may enter the building through the main entrance during this time, and sign in and out of the building appropriately. Security will remain in the building while the building is open. Security staff will lock the building and arm the security system when leaving the building. Prior to security staff exiting the facility, a full sweep of the building is completed to ensure that all faculty and staff have exited safely and the building is prepared to safely receive students and staff the next morning.

Front office staff (i.e., administrative assistant) are de facto security personnel, as they are responsible for managing and tracking the presence of all visitors on campus. Their role is to provide a welcoming entry point for visitors, but also to ensure a culture of security and accountability is maintained. They manage the sign-in process for visitors, as well as tracking early dismissals and employee sign-outs. In the event of an emergency, they are responsible for all sign-in/sign-out/early dismissal logs and will bring said logs outside during an evacuation to ensure there is a redundant system for tracking missing individuals. They are responsible for maintaining a culture of safety in general, serving to remind all students and staff that their whereabouts should be known at all times (for their safety as well as for general campus security).

Background checks are conducted through the approved NYSED third-party organization and fingerprints are verified for all faculty and staff prior to their first day of work.

External Emergency Contact Information

Police Department (Always dial 911 first in the event of an emergency)

New York State Police (Troop G): 518-783-3211
City of Rensselaer Police Department: 518-462-7451

Fire Department (Always dial 911 first in the event of an emergency)

City of Rensselaer Fire Department: 518-465-3259

Hospitals

Albany Medical Center: 518-262-3125
Samaritan Hospital (St. Peter's/Albany Memorial Campus): 518-471-3705

Other

Poison Control Center: 800-222-1222

FEMA: 800-621-3362

National Electric/Gas Emergency Line: 800-892-2345

Rensselaer Water Department: 518-462-6466

Rensselaer County Sewer District: 518-283-2235

Rensselaer County Department of Public Health: 518-270-2655

NY State Central Register for Abuse and Maltreatment: 800-342-3720

Rensselaer County Department of Social Services: 518-270-3935

NYS Education Department - Charter Schools Office: 518-474-1762

Emergency Notification System

If a perceived emergency at a school occurs, the Head of School/Principal must follow the immediate emergency protocols and procedures as described in the Building-Level School Safety Plan. When there is confirmed and/or immediate danger, the staff must notify 911 immediately.

Once student, faculty, and staff safety is ensured, the Head of School/Principal will notify the Chief Executive Officer as soon as possible.

If the emergency is facilities related (i.e., gas, electric, water, sewer, etc.), the Head of School/Principal will notify the Director of Operations.

Contacting Parents, Guardians, and Emergency Contacts

Nurses Middle College - Capital Region maintains electronic and paper records of up-to-date contact information. The school uses landlines, cellular phones, emails, and text messages (through mass messaging) to contact guardians and/or emergency contacts in case of an emergency.

Parents are encouraged not to reach out to the school during an emergency, all information will be sent out from the school to parents/guardians with specific information about the event and any changes in pickup procedures. Parents are encouraged to remain away from campus until the School has sent out messaging informing them that it is safe to come to campus. After an

emergency, the area may be unsafe for traffic and/or needs to be kept clear for emergency responders, additionally the school must account for all students, faculty and staff before any dismissal process can begin.

School Cancellations

School cancellations occur for a variety of reasons which may include inclement weather, public disturbance, or any other situation where school leadership, NYSED, or local police officials determine students and/or staff are in danger. Nurses Middle College - Capital Region will utilize a variety of strategies to inform the public of any school closings, including posting this information on the school's website, and calling families when possible.

An early dismissal may arise in case of an unforeseen emergency such as an evacuation, gas leak, bomb threat, act of war, act of terrorism or any other situation where the administration of the school feels the students and/or staff are or will be in danger if they remain on campus. If there is an emergency requiring an unexpected early dismissal, Nurses Middle College - Capital Region families will be notified per the aforementioned emergency notification protocol. Specific information on the early dismissal procedures will be sent out to parents/guardians and should be followed to aid in a smooth dismissal.

Emergency Drills

New York State guidance requires twelve drills be conducted each school year using the following guidelines: 8 evacuation drills before December 31st, 4 of which must be using secondary exit routes and 4 lockdown drills at any time in the year. All drills must be scheduled and shared with the building-level response team before the start of school in September.

Emergency Responses

Evacuations

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 feels its students and/or staff are in danger.

A general evacuation is executed upon hearing the fire alarm or with a verbal command.

Standardized evacuation practices are as follows:

Fire: Evacuate at least 50 feet from the building.

Bomb Threat: Evacuate at least 300 feet from the building.

Multi-hazardous: Evacuate at least 300 feet from the building.

A controlled evacuation will be executed by school leadership or police/fire authorities. A controlled evacuation is typically conducted classroom by classroom. Areas or classrooms

closest to the threat are evacuated first. Staff and students are directed to evacuate away from the threat.

Evacuation procedures for Teachers:

- Gather all students in the area and instruct them to line up at the door.
- Direct the group to the exit by stating the planned route of egress.
- If possible, take the emergency backpack, cell phone, keys, and class roster.
- Upon exiting the space, turn off the lights and close the door, leaving it unlocked if possible. Guide everyone to the closest assembly area, as outlined in Building-Level School Safety Plan.
- Take attendance and report your findings to the Head of School/Principal.
 - If all students are present, the teacher will hold up his or her green sign.
 - If a student (s) is missing, injured, or there's another exception, the teacher will hold up his or her red sign.
- Wait for the all clear to be given by their school director. Once the all clear is given, teachers and students will re-enter the building and return to classrooms.

Evacuation procedures for Staff and Visitors:

- At the sound of a fire alarm or announcement to evacuate, follow the designated evacuation route for the office, conference room, or other space.
- Assemble at a designated area as outlined by the school plan.
- Follow check-in procedures for adults o Attendance team uses staff roster to mark staff and teachers present or absent.
- Front desk uses visitor log to mark visitors present or absent and turns results in to the Head of School/Principal.
- Await further instructions from the Head of School/Principal.

Evacuation procedures for Head of School/Principal (or Designee)

- Send someone to scout the route to the off-site location to ensure the pathway is safe
- Position staff members at any points where students will need to cross the street
- Place signage at the school entrance to inform parents/guardians that you have moved off campus
- If necessary, arrange transportation to move students, faculty, and staff to the off-site location

Evacuation procedures for Building Floor Designees

Each floor will have a designee whose responsibility it is to ensure safe evacuation. This designee will:

- Check each room on their respective floor to ensure that is it cleared
- Direct any adults or children who are unsure where to go to the assembly area
- Advise on alternate evacuation routes if planned routes are obstructed
- Be the last person to evacuate the floor

Reverse Evacuation

A reverse evacuation is called after an evacuation when it is decided that seeking shelter is the safer course of action than gathering outside. It should be assumed that the reason for the reverse evacuation is a dangerous threat on campus and should be followed by Lockdown procedures unless noted otherwise.

Reverse Evacuation procedures for Faculty and Staff:

Direct all students to stop where they are and turn around in line.

Lead the group back into the classroom or the nearest indoor space.

Leave the lights off, lock the door, and cover the windows.

Have everyone sit or lay down on the ground until further notice.

Take attendance of all individuals in the room with you even if they are not your students.

Reverse Evacuation procedures for Head of School/Principal:

If evacuation begins and it is deemed unsafe to be outside, call for a Reverse Evacuation.

Direct everyone to move back inside and into the Lockdown position if necessary.

Send updates to staff as soon as possible to let them know why there is a need to seek shelter.

Evacuation of Individuals Requiring Additional Support:

An individual plan is needed for individuals who may require assistance during evacuation. The plan should be shared with staff directly involved with the student(s), including the school nurse, classroom teachers, specialists, and adults assigned to aid student(s). Consultation with the student and his/her family is strongly advised when creating the plan. Evacuation options include:

- Carrying student (physical disability)
- Adult and student waiting for the fire department in the prearranged area (physical disability)
- Staff person assigned to a specific student(s) to assist students during an evacuation

After creating an individual evacuation plan, post a list of these individuals and their evacuation plans in classrooms where the student will be.

Secure Campus

Secure Campus emergencies are to be reported in person or by phone to designated safety team members at each school. The caller must provide the location of the potential threat and nature of the emergency. For example, "Attention: there are gunshots being fired on _____ Avenue. I repeat, there are gunshots being fired on _____ Avenue." Immediately upon notification, the designated safety team member at each school will make an announcement twice on the school's intercom; for example: "Attention: We are now in Secure Campus Take proper action." 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 we are in a secure campus, one front office personnel remains at the desk to make sure no one comes in or out.

Teachers are trained to:

- Lock the classroom door.
- Pull down classroom shades and block visibility inside.
- Follow school-specific procedures as outlined by individual school plans.

The Secure Campus directive will remain in effect until hearing the "All Clear" message "The Secure Campus has been lifted" followed by specific directions.

Lock Down

Lock-Down emergencies are to be reported in person or by phone to the designated safety team member at each school. The caller must provide the location of the threat and nature of the emergency. For example, "Attention: there is a student in the hall yelling about taking out a teacher." Immediately upon notification, the designated safety team member at each school will make an announcement twice on the school's intercom; for example: "Attention: We are now in Lock-Down. Take proper action." The school wide announcement will alert the Emergency Response Team who will immediately take the appropriate next steps.

*Lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents 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.
- Move away from the line of sight, get low to the ground (sit or lay on floor) and remain silent. Follow school-specific procedures as outlined in the school safety plan.
- Wait for First Responders (fire, police or EMT) to give further instruction.

In a Lockdown where responders arrive at site and take over incident command, no one other than a first responder can give the 'All Clear' signal. The Lockdown will remain in effect until that signal is given by a first responder.

In the event that responders not on site and the administration needs to release the lockdown internally (as determined by the incident commander), the following 3 step process will be implemented:

- First, a school-wide announcement will come over the PA to announce the campus is safe. All staff and students should remain where they are.
- Second, a message will go out to all staff through School Messenger (or #Slack) to alert them the lockdown is over, but they should remain in classrooms.
- Third, administrators will go door to door to unlock classroom and office doors, effectively ending the lockdown. Administrators may collect attendance information from teachers and report any missing students to the incident command team.

Shelter-in-Place

Shelter-In-Place emergencies are reported in person or by phone to the designated safety team member at each school. The caller must provide the location of the threat and nature of the emergency. For example, "Attention: there is a public disturbance outside the school building. I repeat, there is a public disturbance outside the school building." Immediately upon notification, the designated safety team member at each school will make an announcement twice on the school's intercom; for example: "Attention: This is a shelter-in-place. Secure the exit doors." The school wide announcement will alert the Emergency Response Team who will immediately take the appropriate next steps.

Students are trained to:

- Remain inside of the building
- Conduct business as usual
- Respond to any specific staff directions

Teachers are trained to:

- Increase situational awareness/Be alert for changes in the situation

- Do not allow students to leave the building
- Wait for additional instructions from Administration

The Shelter-In-Place directive will remain in effect until hearing the “All Clear” message “The Shelter-In-Place has been lifted” followed by any specific directions.

Medical Emergency

Medical emergencies are to be reported by first calling 911, and then calling the Head of School/Principal. Nurses should be engaged immediately if not already. The call to the Head of School must provide the location of the emergency, the name of the victim (if known), and the nature of the emergency.

During the call, the Head of School will confirm that 911 was called initially. If not, the Head of School/Principal will immediately call 911. The Head of School/Principal will then follow proper protocol to call a shelter-in-place.

During a medical emergency, teachers are to restrict student access to the area of the emergency. This is to protect privacy as well as respect the emotional and psychological trauma that can be associated with observing a severe medical emergency and the response to it (including, but not limited to seizure, cardiac arrest, etc.).

Trained AED/ CPR Personnel

A large number of adults on campus are CPR/AED Certified at any given time. Those who are certified, along with the nurse, should be the first to take part in responding to or caring for an injured or ill person on campus. Trained personnel for each school are outlined in each school’s individual safety plan. Each school is equipped with an AED machine on each floor. Staff are trained on their use and locations, which are outlined in each school’s school safety plan.

Bus Drills

Traditionally the School District has taken responsibility for ensuring that these drills occur and are timed, accounted for, and teachable opportunities are developed and expressed.

Section 3623 of the State Education Law and Section 156.3 (h) of the Regulations of the Commissioner of Education require that school districts conduct a minimum of three School Bus Safety Drills on each school bus during the school year, the first to be conducted during the first seven days of school; the second, between November 1 and December 31; and the third, between March 1 and April 30. This applies to ALL schools regardless of whether busing is used by the school or not. The law does allow bus drills to be conducted “in the classroom.” It is

strongly recommended, however, that schools that do use busing work with their bus company to conduct the required drills on the bus. All schools, public, non-public and charter, must complete the Certification of Performance and retain the form at their school, in section four of their Evacuation binder. Please retrieve the certification form from the director of school support.

Every child in the school is required to participate in drills, whether or not he/she regularly receives school bus transportation. Each class should be allotted thirty minutes to practice on the bus. The instruction provided during each drill can prepare all school children to act quickly and safely in the event of an emergency.

Contractors are required to work with every school/site to which they transport children and shall comply with the schedule provided by the Director of Operations. Each vehicle should be able to accommodate a class of 35 children every half hour between 9:30 A.M. and 11:30 A.M. on safety drill dates.

During a bus drill, explain the concept of emergency as “a dangerous situation requiring immediate actions.” Review situations that would create an emergency such as fire; threat of explosion; accident; bus in an unsafe position, etc. Show the children how to evacuate the bus safely. Demonstrate opening the rear emergency door (by lifting the handle and pushing out), the operation of the emergency windows and the location and operation of the overhead escape hatch(es). The Teacher instructs the children to remember the location of the signs denoting “Emergency Escape Window” and “Emergency Door.”

The operation of fire extinguishers and the use of first aid equipment are simulated as part of the drill instruction. The Instructor emphasizes specific hazards encountered by children during snowy, icy and other inclement weather conditions; slippery road conditions; and poor visibility.

The Instructor emphasizes the following safety rules for boarding the bus:

- Wait for the bus on the sidewalk. Do not step into the street.
- Board the bus directly without pushing or shoving.
- Use the handrail, if provided. o Students demonstrate orderly conduct on the bus.
- Remain orderly throughout the ride. o Talk quietly to your friends on the bus; do not shout or scream.
- Keep hands, arms, legs, and heads inside the bus. o Do not throw objects on the bus or from the windows.
- Behave considerately toward the other riders.
- Keep books, book bags, musical instruments and other objects out of the aisle.

- Do not play with door handles or windows.
- When exiting the bus, the following instructions are given to all passengers.
- Walk directly to the sidewalk when you get off the bus.
- If you must cross the street when you get off the bus, cross only at the corner after making eye contact with the driver. Cross at least twelve feet in front of the bus. Be careful of oncoming traffic. Go directly to the opposite sidewalk.

Other Situational Responses

The following lists additional types of dangerous situations that could occur on school grounds and the procedures which will be followed if such situations occur.

Explosive/Bomb Threat

In the event of an explosive or bomb threat, the following protocol applies:

- Call 911
- Implement evacuation protocol ○ Notify incident commander
- With police support, begin threat assessment to determine credibility of threat and determine next steps
- Upon decision from police department, move forward with determination of next steps

Threat of Violence

In the event of the threat of violence, the following protocol applies:

- The Head of School/Principal shall be notified immediately of all implied or direct threats
- In partnership with Local Police, Nurses Middle College Network of Schools, and/or other Risk Management support, the level of threat will be determined based on gathered information
- The Incident Commander will contact local law enforcement officials
- The situation will be monitored closely until the threat passes or local law enforcement officials take responsibility

Hostage Situation

In the event of a hostage situation, the following protocol applies:

- The first person aware of the situation will immediately notify the Head of School/Principal and he/she will notify the police.
- The school will go on lock down as necessary. The Head of School/Principal will turn over authority to the police upon their arrival and assist as requested.

Missing Student

The staff member who cannot locate the child immediately alerts the Head of School. After 5 minutes pass without finding the child, the following actions must be taken simultaneously:

- The Head of School/Principal engages a Secure Campus
- The Head of School/Principal instructs security to review camera footage
- The Head of School/Principal instructs office staff to check attendance records to ensure the student was in school and didn't leave early

Civil Disturbance

In the event of a civil disturbance, implement Secure Campus Protocol

Biohazard

In the event of hazardous material, gas leak, biological threat, radiological threat, or epidemic, implement shelter-in-place or evacuation protocol as required and as advised by authorities.

Danger Encountered During Arrival/Dismissal

- Communication is made by alerting adults via 2-way Radios.
- Radio communication will include the nature of danger and current actions being taken (if applicable) to protect students
- Incident commanders will determine the next actions taken, to include assembling the incident command team if necessary.
- Incident Commander will ensure 911 is called as appropriate, and will designate individuals to handle family communications.
- Location and nature of danger will determine course of action, such as:
 - If gunshots are heard, instruct all students and staff to drop to the ground and await communication.
 - If danger is nearby and outdoors, supervising staff will determine if in the interest of immediate safety students, staff, and adults in the pickup line should perform reverse evacuation into the school building.
 - If students on bus, supervising staff (with incident commander) will determine if students should remain on bus or evacuate into school building
- Supervising team members will keep 2-way radios close and on high volume to ensure instructions are clearly heard, and will confirm orders have been received
- Attendance may be re-taken (as determined by incident commander) following a reverse evacuation or lockdown procedures, once immediate safety is secured, in order to maintain accountability

Reporting to Local Police Authorities

The Head of School should contact local police authorities in the following circumstances:

- There is an immediate threat to the safety and security of staff and students in the school.
- If a student has threatened to take their own life.
- If a student has been confirmed missing.
- If a student is alleged to have committed a crime against another student or staff member, calling the police should be handled on a case-by-case basis. In many instances, school will inform the parents of the student or the staff member contacting the police themselves to press charges may be the most appropriate response.

If a crime is suspected to have occurred or the police have been called, the school still follows its own disciplinary procedures, including investigations. A student has a right to a public education, and any infringement on that right, by either suspension or expulsion, must follow due process. The very minimum for due process is that the student is informed of the charges against him or her and has the opportunity to respond to the charges. After calling the police, notify the Chief Executive Officer by phone or text.

Incident Reporting Procedures

The complete and accurate reporting of school-related injuries or any situation that has a likelihood of leading to legal action of any sort against the school 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.

Events Triggering an Incident Report

An incident report should be completed by a faculty or staff member any time any of the following criteria are met:

- Alleged sexual misconduct of any kind involving students
- Allegation of staff misconduct against a student
- On-campus injury that requires medical attention beyond what is provided and documented by the school nurse
- 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 school leader must be notified immediately. The school leader should call or text the Chief Executive Officer

immediately about the alleged incident and let them both know to expect a report within 24 hours. The school leader will then lead or delegate the investigation and completion of the incident report.

The incident report does not replace any other legally-required policy or documentation procedure in place by the school. These procedures should still be executed as usual. An incident report is to be created for any of the six types of events listed above. The other documentation that might be created as part of an event would be included as attachments that support the incident report. The incident report does not replace the problem resolution procedure or any other procedure detailed in the staff handbook related to human resources practices. It speaks specifically to incidents that meet the six criteria above.

Incident Reports - Success Criteria

After an incident, the following should occur:

- Reports should be written as soon as possible after the immediate incident has been addressed. Only one incident report should be written and submitted for any incident.
- Reports should be based on written statements and interviews with those involved and witnesses, and should include sufficient detail to provide a full, factual description of what transpired.
- The person reporting the incident should obtain signed handwritten statements from the parties involved and from witnesses, specifying the time, date, and place of the occurrence with an account detailing the nature and sequence of events. These are attached to the incident report.
- If a party is unwilling or unable to provide a written statement, another individual may write a statement stating what he or she was told by the party.
- Any other supporting documents should be scanned and attached to the incident report.
- Reports should be submitted by the school leader to the Chief Executive Officer within 24 hours after the event's occurrence via email, as a PDF file, including any corresponding attachments as one complete package.
- The Chief Executive Officer will review the report for clarity and specificity, requiring revisions or follow-up by the school director for any questions unanswered by the report.
- The Chief Executive Officer will transmit the information to all appropriate parties (i.e., Board of Trustees, human resources, charter authorizer, legal counsel, insurance provider).

General information:

- Provide low and no inference statements.

- Write exactly what someone said, exactly what someone did, the volume of their voice, etc. o Do not write adjectives and adverbs. For example, do not write “became angry,” “escalated,” “was screaming hysterically,” etc.
- Provide specific data. For example, write “at least ten times.” Do not write, “many times.” Complete every part of the report including the “Nature of incident” and the date and time that the incident report was completed.
- Use full words, titles, and names not acronyms or initials.

Part 1 of the Report:

- Written after the investigation. A retelling of the events, as you, the person submitting the report, believe them to have happened. The events should be written in time order and begin when the incident began and end when the incident ended.
- If you are unable to determine, after the investigation, what happened, state that and explain the allegations and why you are unable to determine what happened.

Part 2 of the Report:

- This section is written after the investigation.
- A description of the investigation that occurred after the incident. The exception to this may be if the person completing the report was witness to the incident. In that case, write that in this section. You may still submit statements.

Submission:

- Submit the report using the document Incident Report Form
- Submit all statements using the document “Statement Form”
- Statements may be typed or handwritten and may be submitted in one batch
- Submit all documents that were generated due to the incident such as suspension letters, emails, videos, staff letters, etc.
- All materials shall be submitted as a single PDF document

Student Crisis Plan

A crisis plan is initiated in the event of certain psychological episodes or diagnoses, a history of or current suicidal ideation thinking, or three or more intensive behavioral, social, or emotional incidents that require a Professional Nursing and Academic Conduct Committee (PNACC) meeting.

Team members present during Crisis Plan development:

- Clinician (Social worker and School Nurse)
- Special Educator (if applicable)

- Head of School
- School Counselor
- Teachers directly interfacing with the student
- Parents
- Student

Crisis Plans consists of the following:

- Highly individualized and designed to proactively address all student behavioral needs.
- Responsibilities of school leadership, clinicians, faculty, staff, students, and/or parents in various case scenarios that are relevant to the crisis concern.
- Commitment of all parties to ensure the safety of all parties as well as the fidelity of the plan via signature.
- Progress monitored via Clinician and student services coordinator.
- Revisions to the Crisis Plan can be made with Crisis Team support.
- All parties signing the terms of the Crisis Plan are held accountable for their portion of the plan.

The role of each team member:

- Clinical Provider
 - Gathers data to determine how best to address crisis related concerns regarding the student
 - Creates the Crisis Plan alongside all Team Members
 - Monitors the implementation of the Crisis Plan
- Head of School/Principal
 - Oversees the development of the Crisis Plan
 - Supports the creation of the Crisis Plan
 - Keeps staff accountable for the implementation of the Crisis Plan
- School Counselor
 - Supports the creation of the Crisis Plan
 - Participates in all progress monitoring sessions
- Teachers that directly service students
 - Supports the creation of the Crisis Plan
 - Implements the Crisis Plan

Bullying Prevention

Nurses Middle College - Capital Region believes that all students have a right to a safe and healthy school environment. Our schools and communities have an obligation to promote mutual respect, tolerance, and acceptance.

Nurses Middle College - Capital Region will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

Verbal Bullying

- Verbal bullying is saying or writing mean things.
- Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm

Social Bullying

- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
 - Cyberbullying

Physical Bullying

- Physical bullying involves hurting a person's body or possessions.
- Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Sexual Harassment

- Sexual Harassment, can include relational and physical bullying, involves hurting someone's reputation or physical violation.
- Sexual harassment includes:
 - Derogatory comments
 - Name calling
 - Talking about others sexual and/or gender identification
 - Physical touching
 - Cyberbullying

Reports of Bullying

Nurses Middle College - Capital Region requires students and/or staff to immediately report incidents of bullying to the Head of School/Principal. Staff who witness such acts take immediate steps to intervene when safe to do so and complete the Nurses Middle College - Capital Region Incident Report Form.

Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure that bullying does not occur on school campuses, Nurses Middle College - Capital Region will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Code of Conduct and Disciplinary Protocol

Nurses Middle College - Capital Region upholds the pillars and expectations outlined in the Code of Conduct for students. The Code of Conduct also includes all disciplinary procedures of the school, all of which are governed by state and federal law.

Responding to Threats of Violence

Suicide Ideation Protocol

This protocol should be followed if a student has threatened self-harm (either verbally or in writing). The first staff member to see, read, or hear a threat of self-harm from a student must communicate to the Clinician via text, e-mail, or in person. The staff member should clearly communicate that a student has threatened self-harm and explain the threat. Any written communication regarding the threat should use the initials of the student to remain in compliance with HIPAA regulations.

When early signs of violent behavior or the potential to do harm to self or others is displayed by a student, parents of the student should be immediately notified. Parental involvement and consent is required before personally identifiable information is shared with other agencies.

Steps to Take:

- Inform School Leadership of suicide or self harm threat.
- Provide escort for the student to the appropriate responder. Do not leave the student unattended.
- Gather information:
 - Student's schedule and emergency contact info
 - Names of student's friends and siblings at school

- Keep all other students and uninvolved staff away from the student.
- Work with the School Leadership Team and Emergency Management Team to develop a plan for the student safety plan.
 - The Student Crisis Team will develop (alongside the child and parent) a safety plan to ensure a safe reintegration into the school the day the child is scheduled to return to the classroom setting.
 - Refer to the section for Student Crisis Plan in this document for team members and plan composition.
- Create a plan for the student's peers on how to relate to and support the student.
- Designate rooms to be used for group counseling.
- Hold a staff meeting as soon as possible. If the event occurred during non school hours, this meeting should take place as soon as the staff returns to school.
- Advise teachers to speak to distressed students privately.

Suicide Attempt Involving Inquiry

- Notify the front office to dial 911, if necessary.
- Locate the School Leader/Office Manager or member of the Emergency Management Team.
- Do not attempt to forcibly disarm the individual.
- Keep all students and uninvolved staff away from the scene.
- The School Leader or designee will determine if Lockdown procedures should be initiated to ensure the safety of others.

After a Suicide attempt or threat, develop a Student Crisis Response Plan

- Refer to the section for Student Crisis Plan in this document for team members and plan composition
- In addition, the Student Crisis Plan must include a section on student safety, including a section that addresses arrival and dismissal, transition, bathroom, and unstructured time accommodations and procedures.

Hostage Situation Protocol

Protocol

In the event of a hostage situation, take the following steps:

- Call 911. Tell the dispatcher about the events and identify an assembly area away from the hostage location for responding officers.
- Tell the CRT members to respond to a designated area. A hostage situation will be turned over to the police department.

- Gather as much information as possible and order a schoolwide lockdown. This will stabilize areas around the incident and make for an easier evacuation away from danger.
- Police liaison members of CRT should be waiting at the assembly area for police to arrive.
- When the police arrive, prepare to provide the following information to them:
 - The number of hostage takers
 - Description of hostage takers
 - Type of weapons being used
 - The number and names of the hostages
 - Any demands or instructions the hostage taker has given
 - Descriptions of the area

Crisis Response Team

The Crisis Response Team (CRT) should complete the following:

- In a hostage situation, the police are in charge, so follow directions given by police
- Record event
- Prepare the off-site evacuation route and location
- Prepare the media staging area
- Account for students as they are evacuated
- Act as a police liaison when communicating between school and police officials
- Contact transportation and arrange bus staging area
- Request counseling services for the school/campus
- Make sure Critical Response Kit leaves the school during evacuation
- Establish Incident Command Post at the off-site location
- Prepare for parent reunion location

If Taken Hostage

If taken hostage, an individual should complete the following:

- Cooperate with the hostage-taker to the fullest extent possible.
- Do not panic. Calm students.
- Treat the hostage-taker as normally as possible.
- Be respectful.
- Ask permission to speak; do not argue.

Communicable Diseases

Health Screenings

Nurses Middle College - Capital Region will abide by any and all guidelines mandated by New York State Department of Health and other governmental oversight agencies.

Healthy Hygiene Practices

To prevent the spread of infection through physical contact, the following actions are being taken with regard to handwashing and hand sanitization:

- All staff, students, and visitors on campus are required to wash or sanitize their hands at the start of their time on campus, before and after eating, upon entering or reentering a classroom, and before and after using shared equipment.
- Each classroom, instructional space, common area, and bathroom on campus has soap and water or a hand sanitizer station accessible by students and adults.
- Signs encouraging frequent and thorough hand washing and sanitizing have been placed throughout campus.
- Maintenance personnel will check each bathroom and hand sanitizing station on a frequent, rotating basis (at least three times a day) to ensure stations do not run out of soap, sanitizer, or paper towels.

Identification and Tracing of Contacts

Identification of “close contacts” is important for contact tracing. Close contacts include:

- People in your home, and people who take care of you or who you take care of. This includes other family members and caregivers.
- People who stayed within 6 feet of you for more than 15 minutes, or who had direct contact while they were not wearing a face covering.
- All staff and children in the same cohort.
- People you carpool with, eat with, or socialize with outside of school.

The School Nurse Teacher is the primary point of contact, and will maintain tracking records in order to submit accurate and comprehensive lists in the event of a confirmed case.

To enable identification and tracing of contacts, we have adopted these tracking processes:

- Cohort attendance lists.
- Adult classroom sign-in sheets.
- Touchless employee check-in process captured at campus entrances.
- All files will be stored by the Health Coordinator for contact tracing purposes.

Communication guidelines:

- In all communications, the School will not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.
- The Symptom Guidance email contains information on how to get tested, and additional guidance, including when they can return to campus.

Protocols for students who develop COVID-19 symptoms on campus:

The Health Coordinator, or another staff member if the Health Coordinator is not available, will be contacted to escort the student to the isolation room.

- The Health Coordinator or administrator will use Standard and Transmission-Based Precautions when caring for sick people.
- The Health Coordinator will contact the student's parent or guardian for pick-up.
- Parents and guardians should not enter campus to pick their child up; the student will be sent outside to meet their parent once the parent arrives, unless they are already waiting outside with an adult. Since children with COVID-19 may have been infected by a parent or other adult in their home, the parent may also have COVID-19.
- Parents and guardians will be asked to consult with the child's pediatrician and seek testing as soon as possible

Protocols for facilities following symptom incident:

- Alternate locations will be identified and used for classes when regular classrooms are being cleaned or disinfected.
- Windows will be opened in areas used by the symptomatic person to maximize outdoor air circulation. Areas used by the symptomatic person will be closed off as soon as feasible, until the spaces can be cleaned and disinfected.
- Rooms used by symptomatic people will be disinfected and deep cleaned before they are used again.

Staff Training and Family Education

To ensure community awareness and engagement, the following actions are being taken to educate and train students, staff, and families about the School's plans and procedures:

- Health and Safety training sessions will be conducted with all employees. Additional sessions will be held with instructional staff, security and maintenance staff focusing on scenario training.
- Families and students will receive the Health and Safety Plan and engage in ongoing education through community meetings, email, and website updates.
- Weekly updates will continue to be sent via Nurses Middle College - Capital Region newsletter sent to all parents, staff, teachers, and trustees.

- Community meetings and informational webinars will continue to be hosted by administrators
- Ad-hoc communications will be created and sent by the Head of School/Principal as needed

Nurses Middle College - Capital Region will comply with privacy requirements such as FERPA and HIPAA.

Media Policy

No response will be given to the media until deemed necessary. Media communication will only be facilitated by the Chief Executive Officer or designee.

Staff Training

Each school will implement own calendar for staff training, to include the following:

- Basic emergency procedures
 - Calling 911
 - Allergies and medical emergencies
 - Severe weather
 - Fire / evacuation
 - Shelter in Place
 - Lockdown
- Communicable Diseases, Health and Safety Protocols
- CPR/AED Training
- DASA Training
- Sexual Harassment Training

Additionally, each school will implement a calendar for safety drills according to state requirements, and will be required to submit drills schedules to district administrators for approval. Individual school safety plans outline specific training schedule and requirements, and drill schedule.