Community Roots Charter School
District-Wide School Safety Plan
2024-2025

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I. Introduction

Emergencies and security incidents in schools are critical issues that must be addressed effectively and in a timely manner. Community Roots Charter School (CRCS) is dedicated to maintaining a **District-Wide School Safety Plan** that aims to prevent and minimize the effects of serious incidents and emergencies while ensuring coordination with local and county resources. This plan is responsive to the needs of both school sites and is consistent with the more detailed School Safety Plans developed in coordination with each co-located school.

The **New York Safe Schools Against Violence in Education (SAVE) Act** mandates schools to implement a structured plan addressing risk reduction, prevention, response, and recovery. CRCS supports the SAVE Act and is committed to ensuring a safe learning environment.

II. General Considerations & Planning Guidelines

A. Purpose

Community Roots Charter School (District) is a Kindergarten-8th grade public charter school co-located in two different NYC Department of Education buildings. The CRCS *(elementary school site: Kindergarten-5th grade)* is co-located in the PS 67 building. The CRCS (*middle school site: 6th-8th grade)* is co-located in the PS 287 building.

The Community Roots Charter School District-Wide Safety Plan has been developed in accordance with **Commissioner's Regulation 155.17**. The co-directors at each site ensure the development and maintenance of this plan, which provides guidance on safety measures, emergency response and recovery.

B. Identification of School Safety Teams

District-Wide Safety Team Members:

- School Co-Directors
- Director of Operations
- Director of Student Support Support
- Parent and Teacher Representatives
- School Safety Personnel

C. Concept of Operations

The District-Wide Safety Plan is directly linked to the individual School Safety Plans and Building Response Teams for each CRCS location. The protocols outlined in this plan serve as the foundation for school-level emergency procedures and responses.

In the event of an emergency or violent incident, the initial responders to all emergencies will be the school's Building Response Team (BRT). All information pertaining to the emergency will be directed to each site's co-director(s). The co-director will activate the BRT and make decisions, where appropriate, to contact local emergency officials.

County and State resources will be activated through existing protocols, as necessary.

D. Plan Review and Public Comment

This plan will be reviewed annually by the District-Wide Safety Team and made available for public comment. This plan will be available at each site. A public hearing will be held before formal adoption by the Board of Trustees.

The district-wide plans may be adopted by the Board of Trustees only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Trustees.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department.

III. Risk Reduction/Prevention and Intervention

This section of the plan is used to identify and describe the CRCS policies and procedures for reducing the risk of violence and establish clear descriptions of actions that will be taken in the event of a violent incident or other school emergency.

A. Prevention Strategies

CRCS regularly conducts age-appropriate safety training programs for students, staff and parents in each building. Such programs include, but are not limited to:

- Evacuation Drills
- Soft Lockdown Drills
- Hold-In-Place Drills
- Shelter-Ins Drills
- Bus Safety Drills

B. School Security

CRCS uses the NYC School Safety Agents assigned to each site. School Safety Agent responsibilities include but are not limited to:

- Responding to immediate security situations;
- Helping school personnel maintain discipline and order;
- Following visitor control procedures;
- Patrolling areas within and immediately surrounding the school building;
- Preventing intruders from entering the school building;
- Reporting serious incidents to the school administration and School Safety Division.
- Enforcing school rules
- Establishing rapport with students in order to provide an atmosphere that is safe and conducive to the proper functioning of the school
- Assisting students, or refer them to the proper staff members for assistance

Each site's School Safety Plan contains vital information such as school population, number of staff, transportation needs and telephone numbers of key safety and education officials. These plans also include relocation and reunification location information.

C. Early Detection of Threats

Community Roots has policies and procedures for early detection of potential violent behaviors. Staff development is conducted during Professional Development days and/or other staff meetings days to develop/maintain awareness and provide training for staff.

CRCS has a Building Response Team (BRT) at each site in order to respond effectively and appropriately to a crisis involving violent behaviors. This Building Response Team is also available for questions from the staff, students, parents and community.

IV. Response

A. Emergency Notification & Activation

The District policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident are located in each School Safety Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the site's Building Response Team.

In the event of an emergency, staff, students and families will be contacted in one, or more, of the following methods:

- Telephone
- E-mail

- Text Message
- Verbal communication
- Local Media

B. Situational Responses

The District has developed building emergency response procedures & assignments. These guidelines are present in each site's School Safety Plan. The emergencies addressed in the plan include, but are not limited to:

- Suspicious Packages
- Medical Emergencies
- Shooting/Hostage Situation
- Building Collapse
- Bomb Threat
- Chemical Spill
- Evacuation Emergency
- Fire, Safety & Evacuation
- Missing Student Protocol
- Command Post Checklist
- Reunification

The guidelines provide basic instructions for responding to any given incidents such as:
- Notifying school administrators of the incident
- Contacting emergency response agencies
- Assembling emergency response team & implementing the incident command system
- Moving occupants from an area of danger to an area of safety
- Notifying parents and/or community
- Sheltering or student release procedures

C. Responses to Acts of Violence: Implied or Direct Threats

The building emergency response procedures & assignments plan in each building-level School Safety Plan provides guidance on the organization's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:
- The use of staff trained in de-escalation or other strategies to diffuse the situation
- Informing the co-directors of implied or direct threat
- Contacting the appropriate law enforcement agency, if necessary
- Monitoring the situation, adjusting the District's response as appropriate, and include possible implementation of Building Response Team

D. Acts of Violence

Each school's Safety Plan provides guidance on the District's policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The procedure(s) listed below are some actions in the plan that could be used by the district:

- Determine the level of threat with Co-Directors
- Isolate the immediate area and evacuate if appropriate
- Inform the opposite site's Co-Directors
- Inform families
- Initiate lockdown or lockout procedures and contact the appropriate law enforcement agency
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures

E. Response Protocols

The School Safety Plan at each site has policies and procedures for responding to building-level emergencies. The plan provides guidance on the district's policies and procedures for responding to bomb threats, acts of violence and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to relocate
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedure

F. Obtaining Emergency Assistance from Local Government

Each site's School Safety Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the District:

- In an emergency, the co-director(s) will contact the emergency dispatch center by calling 911
- The dispatcher will determine the appropriate services needed by the school

G. Obtaining Advice and Assistance from Local Government Officials

Each site's School Safety Plan provides guidance for obtaining advice and assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the District:

- In an emergency, co-directors will contact emergency services and, when necessary, the highest-ranking local government official/agency for obtaining advice and assistance

H. Protective Action Option

Each site's School Safety Plan describes the following actions in response to an emergency where appropriate:
- school cancellation prior to the start of school
- early dismissal
- evacuation before, during and after school hours
- sheltering procedures

I. Recovery

Each site has post-incident procedures to review and assess incident responses.

Each site has established a team of essential staff members to ensure the continued operation of school in the event of an emergency. Essential personnel at each site includes, but is not limited to:
- Co-Directors
- Operations Team
- Finance Team
- Student Support Services Team
- School Social Work Team
- School Safety Agents

Staff Emergency Roles and Responsibilities
- This District-Wide School Safety Plan serves as a foundation for ensuring a secure and prepared learning environment at Community Roots Charter School.