



FUTURE LEADERS INSTITUTE CHARTER SCHOOL

Developing the children of today to be the leaders of tomorrow

District-Wide Safety Plan

The district-wide safety plan provides students with a safe, stable, and welcoming environment that enables learning at the highest level, a key component of the mission of Future Leaders Institute Charter School. FLI maintains the highest standards to always guarantee the continuity of a safe environment. FLI has made preparation for all emergencies that could compromise the continuity of school safety.

Safety Action Plan

FLI has established policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves.

All threats of violence are taken seriously at FLI. Threats of violence from children will be reported to the parent or guardian, police, and /or ACS based on the situation and appropriateness as determined by the Principal and Assistant Principal. The Principal will take appropriate follow up actions. Threats of violence from adults will be reported to the police.

All threats of a student attempting to cause bodily harm to themselves are taken seriously. In emergency situations, FLI will call 911. Staff must follow up with the person that heard of the threat and gather details. A member of the Leadership Team should contact the school guidance counselors for risk assessment and the parent or guardians of the student. School staff will encourage parents to call 911 (if the school has not called 911) or to take the student to ER for risk assessment. School staff will provide parents with mental health resources including referrals and mental health contact members.

Acts of Violence Action Plan

When a student engages in behavior that poses a substantial risk of serious injury to themselves or others, schools must determine the appropriate way to manage the behavior and consider whether the situation can be safely de-escalated by school staff as set forth below. In such situations, the following procedures must be followed:

1. A Student Affairs Associate/Guidance Counselor must be notified of the situation and must attempt to reach the parent.
2. Every effort must be made by the responding school staff to safely de-escalate the behavior when possible using strategies and interventions for addressing behavioral crises.
3. If the classroom teacher or the responding staff member is unable to de-escalate the behavior, the teacher/staff member should seek assistance from other appropriate staff including the Principal, the Assistant Principals, Student Affairs Associate or school safety agents.

4. When a student's behavior poses an imminent and substantial risk of serious injury to himself or others and the situation cannot be safely addressed by school staff or the support services set forth above, the principal or assistant principals must call 911. In such situations where it is not practical to contact the principal, the responding staff member/School Safety Agent must call 911 and immediately thereafter notify the principal or assistant principals.

Prevention and Intervention Alternatives

The administration of FLI and the school's assigned Safety Agents have a good working relationship with the NYPD's local precinct. The school also has good working relationships with local emergency response agencies and medical personnel. Building personnel including emergency teams and safety officers receive training, including de-escalation training, fire safety training, use of emergency technology and communication tools, training regarding exits/potential emergency spaces/location of first-aid tools, and AED/CPR training for designated personnel.

Accomplishing FLI's mission requires maintaining a safe and positive learning environment for teachers and students. A safe learning environment is at the very core of FLI's school culture. Teachers are trained in school safety. FLI teachers model appropriate behavior and teach character and values as part of daily instruction and during our extended school day. The school community plays no small part in maintaining a safe and positive learning environment, with active participation in school-wide events.

Contacting Appropriate Law Enforcement Officials

FLI has established policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. In the event of a safety issue which requires a response from the police, staff are directed to contact the local precinct. The principal and assistant principals will reach out to the Commanding Officer of the local precinct in times of emergencies or particularly egregious situations. School staff may reach out to the following persons in the local precinct: the Community Affairs Officers, a Youth Officer, or the School Sergeant who oversees the unit of Youth Officers.

Contacting Parents and Guardians

FLI has established policies and procedures for contacting parents, guardians, or persons in parental relation to the students based on the school Code of Conduct Policy. When a student engages in behavior that poses a substantial risk of serious injury to the student or others, the principal/assistant principals must be notified of the situation and must attempt to reach the parent. In the event of a violent incident or any other emergency-related early dismissal, the Principal or his/her designee will contact parents/guardians or persons in parental relation to all students involved in the incident. Parents will be contacted via recorded phone message, mass text message, masse-mail, or bulletin board post on the school's website.

School Building Security

The School Safety Agents who cover the front entrance have received training in maintenance of sign-in and sign-out logs and in requiring all visitors to show ID and to sign in and sign out. Procedures are in place and practiced for notifying administration and staff of visitors and for not permitting visitors to pass the security desk without notice. If there is a situation where an adult cannot be secured at the security desk, 911 will be called.

FLI has School Safety Agents (NYPD) to provide security services throughout the school. The Safety Agents conduct routine hallway and stairwell monitoring throughout the day. The Safety agents ensure alarms are activated daily for every exit in the school building.

Safety Agents assist FLI's administration at the discovery of any weapons brought onto the school grounds. Any and all weapons are confiscated and then reported to the safety agents to determine the immediate next steps. Severe weapons such as firearms are reported to the local precinct for additional support in addressing the matter. Parents/Guardians are also contacted and required to report to the building. For more information regarding the possession of weapons, please refer to FLI's student and family handbook.

Annual School Safety Training

FLI has established policies and procedures for annual school safety training for staff and students. This training includes annual training on the emergency response plan, further, new employees hired after the start of the school year shall receive training within thirty days of such hire or as part of FLI's existing new hire training program, whichever is sooner.

Bomb Threats

FLI has established the following protocols for responding to bomb threats:

1. If a suspicious package is observed. DO NOT TOUCH.
2. Notification to Principal or his/her designee, and the NYPD SSA.
3. PA system or Fire Drill Bell Notification, to staff alerting them of situation.
4. Decision to evacuate to be made by Principal in consultation with NYPD SSD.
5. Notify the Emergency Information Center (718) 935-3210.
6. No transmissions to 911 via radio (walkie talkie) or Cell/Mobile Telephone. All notifications must be made by regular land lines.
7. Identify location, number and extent of injured. If possible retrieve the pedigree (biographically information) of victims with home contact numbers and make notification as necessary.
8. If the building cannot be re-entered, evacuated students and staff are to be sent to the school list in the School-Wide Safety Plan.
9. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
10. SSAs will secure the area affected.
11. No one is to re-enter the building/affected area without authorization from appropriate agency.
12. If building cannot be re-entered the Principal or his/her designee will contact parents/guardians via recorded call, mass text message, and/or mass e-mail to arrange for early pick-up times for students needing to go home.

Intruders

FLI has established the following protocols for responding to intruders:

If an intruder is discovered in the building, a coded PA system ALERT will notify the faculty of the hazard. The announcement will be made. If the PA cannot be activated from each classroom, the nearest classroom phone will be used to contact the main office of the co-located school to initiate a building wide announcement.

In response to this announcement the following steps will be taken immediately:

1. Any students in the hallway will be taken into nearest classroom. If the event occurs during lunch or during arrival, if the lunchroom can be secured, then cafeteria doors will be locked, and students and staff shall remain inside until the all clear announcement is issued. If the cafeteria cannot be secured, faculty and staff supervising the cafeteria will immediately direct all students to the nearest classroom(s) and lock the door.
2. All teachers will lock their classroom doors and will not issue any passes.
3. Emergency responders and safety agents will conduct a building sweep to locate the intruder.
4. If the intruder is found and the situation is stable an ALL-CLEAR announcement will be made. (in the case of an active shooter, a full lockdown will go into effect. All students and staff are trained to go to the closest classroom or office, lock the door and stay silent and out of sight until emergency responders take control of the situation.

Kidnapping

FLI has established the following protocols for responding to kidnapping or potential kidnapping:

1. Check Emergency Contact card to ensure that only the legal guardian or designated adult are taking the student out of the building.
2. Notification to Principal or his/her designee and NYPD SSA.
3. Make parental/guardian contact to ensure that the student is not with relatives or friends.
4. Follow the "Intruder Procedure" as outlined in the School Safety Plan.
5. Check attendance information for the student who is reported kidnapped.
6. Notify the Emergency Center (718) 935-3210.
7. SSA/Principal will notify respective Supervisors and arriving agencies, with pertinent and vital information.
8. Contact NYPD/SSD Operations Center at (718) 935-3300 with information.

Conduct of Drills

1. FLI has established procedures to review and practice to best prepare for specific and major components of the emergency response plan.
2. Evacuation Drills: The purpose of evacuation drill is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal Staff and students are to evacuate to designated spots where attendance is taken and further instruction is given.
3. Lockdown Drills: The purpose of lockdown drills is to instruct and train students and staff in the emergency procedures so that if an intruder enters the building, they will know what actions to take without panicking in the event of an actual emergency. On hearing the intruder alert signal, "Department of Education lock down announcement," students move silently out of sight. Staff must immediately lock their doors, turn off lights and manage students to remain calm, silent and out of sight. NYPD and School Safety Agents will also be included in these drills.
4. Sheltering-in Place Drills: The purpose of sheltering-in place drills is to instruct and train students and staff in emergency procedures so that if they are prevented from leaving the building for an extended period of time.

Sheltering-in place drills will be practiced in the classrooms with students and staff moving away from the windows. In the case of real emergency, local law enforcement/public safety officials will make the determination that staff and students should remain inside during the disaster. NYPD and School Safety Agents will be included in these drills.

Hold: very similar to a shelter-in, all business can proceed as planned however all classroom doors should be closed and locked. Until hold is lifted.

5. Review of Drills: Following the first evacuation drill of the school year, the Principal or his/her designee will meet with school safety agents, building staff, and other members of the emergency response team to evaluate the effectiveness of response to the drill. The team will discuss the execution of the previous drills, including the response time, effectiveness of response to novel situations (such as blocked exits), and the level of communication between students, staff, and personnel managing the drill. The council will also

Covid-19 Safety Measures

FLI has established a plan to maintain the health and wellness of all students and staff on-site which reflects the guidelines and health and safety protocols as set forth by the New York City Department of Education and public health authorities. FLI will keep its plan and protocols updated to reflect current DOE requirements and public health guidance. Please refer to the NYC Department Health protocol for contracting Covid-19.