Unity Preparatory Charter Schools of Brooklyn

District-Wide School Safety Plan

Site Based Addresses & Locations

Middle School

Principal - Ariel Terry
Director of Operations - Eddie Ortiz
Street Address: 432 Monroe Street Brooklyn, New York 11221
NYPD Police Precinct: 079 Precinct
Community School District: 13
District-Borough-Number: 84K757

High School

Principal - Katiuska English
Director of Operations - Gwyn Lange
Street Address: 584 Driggs Avenue Brooklyn, New York 11211
NYPD Police Precinct: 094 Precinct
Community School District: 14
District-Borough-Number: 84K757

External Supports Contacts

Executive Director

Chief Academic Officer

Senior Director of Administration

Special Projects Director

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Purpose

This document is Unity Preparatory Charter Schools of Brooklyn's (UPCSB) District-wide School Safety Plan. Enclosed are details of the Building Level Plan stored and available upon request. UPCSB developed this safety plan to implement response protocols, strategies, and safety practices that prevent violence and unsafe school conditions and is responsive to emergency situations. The Plan was developed in adherence to safety plan guidelines distributed by the New York State Education Department and the New York City Department of Education. Plans are created to respond to the following multi-hazard situations: *Fire, Intruder Alert, Bomb Threat, Medical Emergency, Gas Leak, Civil Disturbance*, and will include plans for *Lockdown, Shelter-In, Evacuations, Medical Emergencies, School Closures and Early Dismissals*. UPCSB will facilitate regular emergency preparedness training for staff and will hold monthly building response team meetings to discuss school safety concerns and prepare for handling of emergency situations. Emergency response drills are scheduled to facilitate an organized and effective use of these plans in the case of an actual emergency. The initial response to all emergencies will be led by the on-site (Building Level) Building Response Team. Upon activation of the Building Response Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required. The Building Response Team members will also serve on the Emergency Response Team, Post Incident Response Team and Recovery Team.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(c)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. The Plan will be formally adopted by UPCSB's Board of Trustees. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Plan approved. In accordance with Amendment to Section 155.7, certain sections of our School Safety Plan with specific details, actions and private contact information will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. Full copies of the Building-Level School Safety Plan will be supplied to both local and State Police within 30 days of adoption. This Plan will be reviewed periodically during the year and will be maintained by the Co-Principals of Culture and Operations and the Building Response Team leader at both sites respectively.

Staff Training and Onboarding

All staff at both sites will receive training on building response plans and procedures, safety training (including violence prevention and supporting student mental health and wellbeing) during August staff professional development (at least before September 1 of each school year). At intervals during the year (and whenever the school deems it necessary) elements of this plan will be revisited during staff training and professional development sessions. Any new employees or hires at either site will receive the same training materials and information before they are placed in service as part of employee onboarding.

Implementation of School Security Policies and Protocols

Unity Preparatory Charter Middle School is in a co-located New York City Department of Education building where campus safety is supported by the NYPD School Safety Division and NYPD Youth Coordination Officers from the 79th Police Precinct. There are two School Safety Agents that work in the building. It is the duty of School Safety Agents to work in conjunction with school administration and leadership in maintaining order and safety. In emergencies, School Principals alongside the Operations Manager and Deans of Students for 6th, 7th and 8th Grade have the authority to alter work assignments of any member of the staff as the needs of the school building change during the emergency circumstances.

Visitors at Unity Middle School:

- Will be required to present state identification to School Safety Agents so that information can be documented in the visitor log.
- Will be required to sign the visitor log wait in the reception area until picked up or sent up by the applicable staff member.
- Will be required to be escorted out of the building at the conclusion of the visit by the staff member. No sign out required.

The Principal has the overall responsibility and authority to regulate admission of visitors and to oversee their conduct while in the school or on school property. Each principal also has authority to grant *or* deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with the needs of the school, its safety, and the right of the public to visit the school.

Visitors who violate procedures regarding visits to schools, or whose conduct jeopardizes the safety of students/staff, interferes with programs in the school, or damages property are subject to immediate removal from the school by order of the principal or designee and may be subject to arrest. All staff members must be aware of visitors who do not have appropriate passes for a designated area, or who have no visitors pass at all. Where feasible. staff should approach such persons and request that they return to the reception area or request assistance. School safety staff will ensure that the visitor returns to the reception area to be signed in.

Visitors at Unity High School:

Unity Preparatory Charter High School is in a private space where campus safety is supported by school security staff hired, trained and maintained by the school. Security staff enforce campus safety, visitor management and access control procedures. Furthermore, they are supported by NYPD Youth Coordination Officers from the 94th Police Precinct. The Principal has the overall responsibility and authority to regulate admission of visitors and to oversee their conduct while in the school or on school property. Each principal also has authority to grant *or* deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with the needs of the school, its safety, and the right of the public to visit the school. In order to establish a uniform visitor control standard, the following procedures should be implemented. These procedures are designed to ensure minimum standards to control visitors to the school. The Building Response Team may establish additional procedures beyond those outlined below when necessary.

Visitors at Unity Preparatory Charter High School:

- Will be required to ring the bell at the main entrance to gain access to school.
- Will be greeted by an Operations Team member and asked for the purpose of the visit via intercom.
- Will be granted access to the building and directed to the 2nd floor reception area.
- Will be welcomed by the Operations Team member at the reception desk (Stairwell A at the 2nd floor)..
- Will be required to present state identification to the Operations Team member so that information can be documented in the visitor log.
- Will be required to sign the visitor log, wear a visitor pass badge and wait in the reception area until picked up by the applicable staff member.
- Will be required to be escorted out of the building at the conclusion of the visit by the staff member. No sign out required.

Visitors who violate procedures regarding visits to schools, or whose conduct jeopardizes the safety of students/staff, interferes with programs in the school, or damages property are subject to immediate removal from the school by order of the principal or building response team leader and may be subject to arrest. All staff members must be aware of visitors who do not have appropriate passes for a designated area, or who have no visitors pass at all. Where feasible. staff should approach such persons and request that they return to the reception area or request assistance via the culture chat. School security staff that are in the culture chat will ensure that the visitor returns to the reception area to be signed in.

Closing Procedures

Building hours of operation for our Middle School site is from 7:30 AM - 5:30 PM, Monday-Friday. Building hours of operation for our High School site is from 7:30 AM - 5:30 PM. All staff may enter the building via the main school entrance. Staff are directed to contact a member of the operations team or school leader if access is required outside of building hours. Security staff remain on duty while students and staff are in the building. After the dismissal of the final program in operation within the building and upon departure of administrative personnel, a member of the Security & Facilities Team conducts a total building sweep to ensure conditions are safe and secure and that all students have left the building. Security & Facilities on duty confirms the building has been secured on a daily basis before leaving for the day.

Maintenance of Vital Education Agency Information

UPCSB collects and maintains vital educational information, including student enrollment, student/parent/guardian contact information, the number of staff, and teaching and programming locations. A designee on the Operations teams is responsible for assessing transportation needs. Site-based operations staff update listings of home and work telephone numbers and contact information for key personnel throughout the school. Updated School Staff contact lists are also maintained by individual site based Operations teams. These Directors ensure updated rosters are kept in both digital and hard copy form. This list includes emergency contact information for all school staff and students. This binder includes a list of all local emergency contact names and numbers for police, fire, hospital, and other emergency services.

Directors of Operation also maintain systems of communication including robocalls, mass texts, emergency school communication, etc.

Drills/Exercises/Training/Prevention Strategies

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

- Building Response Team (BRT) training and meetings, focusing on individual emergency response roles.
- Information on the characteristics of hazards and their consequences and the implementation of emergency response actions, including protective measures, notification procedures, and available resources.
- Emergency personnel orientation and training for the variety of skills necessary to help reduce or eliminate hazards and to increase their effectiveness in responding to and recovering from emergencies of all types.
- Additional specialized training and refresher training provided by NYCDOE, NYSED and/or other organizations in responding to crisis situations.
- School specific training based upon the student body and/or facility.

In accordance with Education Law § 2801, the school will conduct twelve safety drills each school year. Safety drills will be conducted at different times of the day, including during non-instructional and after- school hours. All drills must be scheduled and shared with the Building Response Team before the start of the school year. Twelve safety drills will be conducted annually. Eight of those safety drills will be conducted by December 31st of each year. Eight evacuation drills and four lockdown drills will be conducted annually. Separate from our 12 total, three bus drills will be completed annually by April 30th of each year.

Early Detection of Potentially Violent Behaviors

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

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

Emergency Response Protocols

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

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

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

Emergency Situations and Procedures

The key to handling a crisis, disaster or emergency at the school level is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This section outlines protocols intended to guide administrators and staff in maintaining calm and order during an emergency. The Identified examples reflect the types of events that can or may *occur* in schools. This list is not intended to be exhaustive.

Many of the steps recommended for specific types of crises/emergencies are transferable and can be used during other types of emergencies to quickly bring calm to school staff and students prior to the arrival of first responders. Based on the particular situation, you may be asked to evacuate your school and bring your students and staff to a location a distance away. In the case of a threat to the environment outside of the school (e.g., a building collapse, water main break, reported violent crimes in progress or a gas leak/explosion), you may be asked to keep your students and staff In the building to avoid external dangers. To assist in the event of an emergency, floor plans should be readily available in the Main Office, Dean and School Safety Office.

In every disaster situation, you should take steps to immediately assess the situation, activate your building response team (BRT) and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as possible.

General Response Protocol (Emergency Responses)

Schools train and drill all staff and students in the General Response Protocol (GRP). The GRP describes what to do in an Evacuation, Shelter-In, Lockdown, Hold or Code Blue. The training is tailored for different grade levels so that students aren't upset by the information. Schools also send home a copy of the General Response Protocol, to help you talk to your children about emergency readiness in school. The General Response Protocol gives schools instructions to follow when an emergency happens. It uses common language to identify the steps to take until first responders arrive.
In every incident, school administrators will first call 911. Then they will look at the unique situation and decide whether to lock down (soft or hard), shelter-in, evacuate, hold or call a code blue. They will decide if any instructions should be changed to fit the specific circumstances.

Soft Lockdown: No Imminent Danger

During a soft lockdown, the Building Response Team (*Principal, Applicable Administrators, School Safety & School Nurse*) will meet at the designated command post for further direction in addressing the issue.

- A Public Address (PA) announcement is made two times: "Attention, We are now in soft lockdown. Take proper action".
- Students are trained to move out of sight and keep silent.
- Teachers are trained to:
    - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
    - Move out of sight and keep silent.
    - Wait for first responders to open the door, or for the message: "The Lockdown has been lifted", followed by specific directions.
    - Take attendance and account for missing students by contacting the main office.
- If the fire alarm sounds during a soft lockdown, do not evacuate, remain out of sight and silent. If an evacuation is necessary, the directive will be given via the public address system.

Hard Lockdown: Imminent Danger

During a hard lockdown, no one should sweep the school or report to the command post. All individuals, including the School Safety department will take appropriate lockdown action and await the arrival of first responders.

- A Public Address (PA) announcement is made two times: "Attention, We are now in soft lockdown. Take proper action".
- Students are trained to:
    - Move out of sight and keep silent.
- Teachers are trained to:
    - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
    - Move out of sight and keep silent.
    - Wait for first responders to open the door, or for the message: "The Lockdown has been lifted", followed by specific directions.
    - Take attendance and account for missing students by contacting the main office.
- If the fire alarm sounds during a hard lockdown, do not evacuate, remain out of sight and silent. If an evacuation is necessary, the directive will be given via the public address system.

Evacuations

An evacuation is necessary when the conditions in the building prove to be dangerous or detrimental to the well-being of students and staff.

- An evacuation occurs at the sound of a fire alarm. Pull stations are located in several areas throughout the building. However, an evacuation can also occur when to do so via a Public Address announcement.
- Students are trained to:
    - Leave their belongings behind
    - Form a single file line
    - Follow their teacher to the primary exit
    - Remain silent to hear instructions from the teacher, building response team or emergency personnel.

In cold weather, students should be reminded to take their coats if it is within reach. However, students wearing exercise or gym clothes should not return to the locker room during an evacuation. Students without winter coats will be taken to a safe, warm location as quickly as possible.

- Teachers are trained to:
    - Direct students to quickly and quietly line up
    - Grab the evacuation folder (includes classroom rosters, floor plan/evacuation route & assembly card)
    - Lead students to predetermined evacuation locations as identified on Fire Drill Posters.
    - Always listen for additional directions
    - Take attendance and account for all your students.
    - Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method.

Shelter-In

A shelter-in is called when there is a danger or hazard to students or staff nearby or directly outside of the school building.

- There is a Public Address announcement made two times:
    - “Attention. This is a shelter-in. Secure the exit doors”.

- The Shelter-In directive stays in effect until it is ended by a Public Address announcement
    - “The Shelter- In has been lifted”

- Students are trained to:
    - Remain inside the building
    - Conduct business as usual
    - Respond to specific staff directions

- Teachers are trained to:
    - Be more aware of their surroundings
    - Conduct business as usual

Building Response Team members including School Safety/Security will secure all exits and report to specific post assignments at the direction of the BRT Leader.

Hold

The Hold response calls for no movement throughout the building until the “all clear” is given. While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.

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

Code Blue

A code blue signifies a medical emergency where a student, staff member or visitor requires immediate medical attention *(i.e. Unconsciousness, Unresponsiveness, Seizure, Severe Asthma Attacks, Difficulty Breathing).*

- If a staff member witnesses any of the above occur, they should immediately:
    - Advise the main office either in person, sending a reliable runner with explicit messaging or advising a nearby administrator with a walkie.
    - Render initial aid to patients by simply attempting to provide comfort until responders arrive.
    - Evacuate all students/visitors from the immediate area to make space safe and clear for code blue responders and emergency 911 responders.

- Once a code blue is activated, the following will happen:
    - The code blue will be announced twice over the public address system and all walkies; "Code Blue, Code Blue in room ___".
    - All DOE approved code blue responders will respond to the location.
    - Responders will have the AED machines and a first aid kit ready to render aid as necessary.
    - The BRT team and the Nurse will respond.
    - 911 will be activated by a designee at the direction of the nurse or BRT leader.
    - The main office will make parental notification.
    - The campus will be on HOLD until the all clear is given (*this includes any and all transitions, bathroom/water trips, appointments, etc*).
    - Once the patient is removed from the location by EMS personnel a Unity Administrator will be assigned to escort the patient to the nearest hospital in the ambulance.
    - Business can return to normal once the "All Clear" is given over the public address system.

Incident List

Incident Type	General Response Protocol

This list is not exhaustive of all potential emergency threats or situations where the potential for harm to student/staff health or physical safety is jeopardized. Below are some examples of incidents and the appropriate general response protocol (GRP) for each. The GRP explanation of what each protocol is, is listed above.	
Medical Emergencies (*Asthma, Heavy Bleeding, Difficulty Bleeding, Seizure*)	Code Blue & Hold
Intruder *(Non-Violent, Non-Custodial Parent, Irate Parent, Violator of Visitor Protocol)*	Soft Lockdown or Hold
Intruder (*Violent Person, Person with Weapon, Unknown Person Violating Visitor Protocol*)	Hard Lockdown
Bomb Threat (Protocol Below)	Evacuation
Shooting (Inside)	Hard Lockdown
Shooting (Outside)	Shelter-In
Student in possession of weapon *(Non-Violent*)	Soft Lockdown
Student in possession of weapon *(Violent)*	Hard Lockdown
Found Weapon	Hold
Missing Student	Hold
Building Collapse/Explosion/Gas or Propane Leak	Evacuation
Multiple Fights	Hold
Fire, Odor of Gas, Gas Leak	Evacuation
Chemical Spill	Evacuation
Irate Parent	Hold
Civil Disturbance	Shelter-In
Environmental Issues (*Earthquake, Flood, Air Pollution, Storm, Radiological issue, oil/gasoline spill, storms - hurricane/tornado/snow/wind/ice*)	Early Dismissal or Closure

Threats of Violence (via Phone, Email, Fax, Social Media; Direct or Implied)

Unity Preparatory Charter Schools of Brooklyn takes all threats of violence, including bomb threats, shooting threats, and physical threats, extremely seriously. A threat can be received in various forms, including by phone, letter, email, voicemail, social media, graffiti, or in person.

In all instances of a threat, school personnel will take the following steps:

1. Immediate Reporting: Any staff member receiving or discovering a threat will immediately report it to school leadership (including the Co-Principal of Culture & Operations, the BRT Leader, and/or the Manager of School Safety) and, where appropriate, to 911.
2. Activation of Protocols: School leadership will assess the threat and determine the activation of the appropriate General Response Protocol (e.g., Lockdown, Evacuation), in coordination with law enforcement.
3. Preservation of Evidence: All threat-related evidence will be preserved for law enforcement. This includes, but is not limited to:
    a. Saving all digital communications (emails, voicemails, social media posts).
    b. Isolating and securing any physical notes or items.
4. Securing any area containing graffiti or other physical evidence.
5. Information Gathering: Staff receiving a threat via phone are trained on confidential procedures to gather as much information as possible to assist law enforcement.

Emergency Agencies & Services

School Building Response Team Leaders will contact local emergency officials to review emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills. Schools are directed to call 911 for all emergencies necessitating police, fire and ambulance response. The Principals, or their designee, will be the individual responsible for initiating contact and begin emergency response protocols by contacting personnel at the local NYC Police Precinct. Other available resource persons are contacted as needed - Emergency Numbers are listed below:

- Chemtrec: (800)262-8200
- National Response Center -Oil & Toxic Chemical Spill: 800 424-8802
- National Pesticide Service Center: 800 858-7378
- American Red Cross: 800 564-0277
- Poison Control Center: 800 336-6997
- Domestic Violence I Child Abuse Hotline: 800 942-6906
- Suicide Hotline (adolescent): 800 621-4000
- NYC Well/Mobile Crisis Team: 888-692-9355
- Teen Hotline I Help Line: 800 767-6336
- Department of Environmental Conservation: 800 457-7362

- Gas Odors: 800 942-8274

Safety Systems & Technology

School buildings are equipped with:

1. A public announcement system (Both sites)
2. CCTV Cameras (HS Only)
3. A cafeteria and/or gymnasium to be used for additional sheltering purposes (Both sites)
4. Landline telephone communication throughout the building (Both sites)
5. Handheld radio communication (Both sites)
6. Access Control Entry System (HS Only)
7. Door Alarms (Both sites)

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

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

- Schools create and post evacuation routes for every room occupied by students and staff, including rooms that may be used intermittently throughout the day. Procedures are followed prior to the decision to evacuate the school/site. Egress routes are utilized to facilitate building occupants leaving the building quickly and safely as per predetermined procedures to evacuate the school/site.
- The Building Response Team leader, Principal or her/his designee will make the decision to evacuate.
- The designee(s) as per the Building Response Team structure found in the Building Level School Safety Plan will notify the local police and fire departments, if and as appropriate.
- The designee(s) as per the Building Response Team structure found in the Building Level School Safety Plan will notify the appropriate official(s) at the relocation site(s).
- Teachers will assemble students at the designated assembly site outside the evacuated school building.
- Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.
- Teachers will walk students to the designated alternative site, take attendance, and report attendance to the established command post at the relocation site.
- Dismissal from relocation site - a Building Response Team member assigned to monitor the entrance of the relocation site location will direct parents and guardians to the correct pick-up areas. Students will be summoned using hand held radio communications via the command post and be brought to the space where parents are being held. The Building Response Team leader will designate staff to inspect the site to ensure all students have been dismissed. Upon final building inspection, school personnel will be released by the Principal or his/her designee on a need basis.

School Cancellation / Early Dismissal Response Plans

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

Before 6AM - If severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a "No School" announcement will be made.

Dismissal during the school day - If during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of students, the school may be closed earlier than the usual dismissal time. In that event, the caregivers will be notified that students are being released. Caregivers will then expect their children to arrive home before the regular arrival time.

Our decision to cancel or close school early is heavily informed by the decisions made by the New York City Department of Education for their schools (*where the condition permits and is applicable to more than just UPCSB or any of its sites*). In instances where our site(s) is solely affected or when it is a larger citywide/borough wide issue, the Head of Schools and Director of Administration, in consultation with each site based Principal (where applicable based on circumstance), will make the decision to cancel or dismiss school. School Principals and/or his/her designee will text/email/call caregivers, students and/or teachers to notify them of the cancellation or early dismissal.

Incident Report Procedures

Accurate reporting of school-related injuries or other incidents where the safety of a student or adult was in jeopardy is critical 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 but still pertain to the school, e.g., involving students or staff from the school. An incident report should be written each time any of the following criteria are met:

- Alleged criminal of any kind involving students (sexual misconduct, weapons possession, possession of illegal drugs or paraphernalia, etc.)
- Alleged staff misconduct against a student (corporal punishment, sexual misconduct, verbal abuse, etc.)
- On-campus injury that requires medical attention above and beyond what is provided and documented by the school nurse
- The missing student protocol is deployed
- Verbal threat of litigation or actual notice of litigation against the school
- Police department, fire department or emergency medical services sare called to the building
- Any incident that

When an incident that meets any of the criteria above occurs, the Principals and/or Directors of Operations must be notified immediately. The principal must call or text the Head of School immediately about the alleged incident. The school's incident report should be submitted on the same day of the incident being reported.

Anonymous Reporting

All UPCSB students can anonymously report bullying, vandalism, personal issues, safety concerns, etc., to their teacher, counselor, or a trusted staff member via the Jupiter Hotline. Jupiter Ed is UPCSB's student information and communication system. The Hotline's anonymity encourages students to make concerns known and to open channels of communication without students having to fear the stigma or retaliation from others. Students may include photos, videos, or screenshots, which is especially useful to report incidences of cyber-bullying. Students can contact any staff member through the Hotline and the selected staff member will receive the anonymous message via Jupiter message. They may also receive an email or text message notification. The staff member may write back to the student and the student may reply back while also remaining anonymous.