



IVY HILL PREPARATORY CHARTER SCHOOL DISTRICT-WIDE SAFETY PLAN

SY24-25

475 E 57th Street
Brooklyn, NY 11203

Ivy Hill Preparatory Charter School	Ivy Hill Preparatory Charter School	Nazareth Regional High School
Commanding Officer: Annedrea G. Coleman (Head of School) Email - acoleman@ivyhillprep.org Phone - 917-789-8959	Chief Emergency Officer: Brandon (Director of Operations) Email - bparker@ivyhillprep.org Phone - 917-789-8959	Commanding Officer: Robert Dire (Principal) Email - rdire@nazarethrhs.org Phone - 718-763- 1100



This Safety Plan is a District-wide School Safety Plan, developed for Ivy Hill Prep Charter School. School Administration has developed this plan, which will be modified as needed each Academic year in August.

The planning process will include meetings with parents, local police liaisons, school security, school staff, and students as requested. Our goals for creating and implementing our School SAVE Safety Plan are:

- To create an atmosphere and set practices that prevent violence or unsafe conditions.
- To create/implement a plan to minimize the effects of serious violent incidents and emergencies.
- To have an effective response plan for all predictable safety concern situations.
- To produce a document that can be used as the basis for informing and training all school constituents regarding keeping our school safe.

Purpose: A critical:

A component of a successful and safe school is a detailed plan. Ivy Hill Prep Charter School combines a variety of programs and strategies to provide a positive and safe learning environment for its students and staff. The school has created a comprehensive Student Discipline Policy and Staff Handbook detailing appropriate procedures for staff interactions with students. Regular staff meetings discuss safety and other pertinent issues, following regulations set forth by city, state, and federal education regulations. Staff training occurs during summer institutes, with training for school leaders during summer professional development.

Security:

The facility is equipped with a security system including a public announcement system, video surveillance cameras, door alarms on all outside doors, and a security alarm system. Well-trained staff enforce safety procedures. Ivy Hill Prep Charter School is staffed with at least one security guard on duty whenever adults and/or children are in the building.

School Safety Team:

The Ivy Hill Prep Charter School has a School Safety Team that addresses all safety, emergency response, and post-incident response planning and execution activities. The School Safety Team is composed of representatives from different departments of school personnel, including the Head of School, Director of Operations, Assistant Head of School, Social Worker, Nurse Practitioner, and Operations Manager.



Personnel	Title	Role	CPR/AED	Expires
Annedrea G. Coleman	Head of School	Commanding Officer	Yes	2024
Brandon L. Parker	Director of Operations	Building Response Team Lead	Yes	2024
Oshun Hunter	Assistant Head of School	Member	Yes	2025
Marcia Archer	Nurse Practitioner	Member	Yes	2027
Deondre Bourne	Operations Associate	Member (2nd designee)	Yes	2027

Concept of Operations:

As charter schools are also school districts in and of themselves, the Ivy Hill Prep Charter School District-Wide Safety Plan and Building-level Emergency Response Plan are one in the same document. The plans are developed by the School Safety Team, following District-wide Safety Plan guidelines distributed by NYSED, and in consultation with the NYC Charter School Office and Department of Education Charter School Office. In the event of an emergency or violent incident, the initial response to all emergencies at the School will be by the School Emergency Response Team. As necessary, the Ivy Hill Prep Charter School Board of Directors and/or local emergency officials will also be notified. Existing county and state resources will be called upon for assistance as possible/required through existing protocols.

Plan Review and Public Comment Representatives:

All key school constituents and interested parties are included in the development and review of this plan. The final plan will be formally adopted by the Board. This plan will be reviewed periodically during the year and maintained by the School Safety (Emergency Response) Team. The required annual review will be completed on or before August 1st of each year after its adoption.

**Prevention/Intervention Strategies:**

Bullying Prevention Ivy Hill Prep believes that all scholars have a right to a safe and healthy school environment. The school promotes mutual respect, tolerance, and acceptance, and does not tolerate behavior that infringes on the safety of any scholar. Scholars are encouraged to immediately report incidents of bullying to the principal or designee, and staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to scholars on school grounds while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off school premises and during a school-sponsored activity.

Conflict Resolution Ivy Hill Prep incorporates conflict resolution education and problem-solving techniques into the curriculum and school-wide programs to promote respect and acceptance, develop new ways of communicating, and ensure a safe and healthy learning environment. Training will be provided to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and resolve interpersonal and intergroup conflict. Scholars are expected to follow the Code of Conduct, which includes resolving disputes without violence, seeking help from staff trained in conflict resolution and peer mediation strategies, and participating in conflict resolution sessions when necessary.

Training, Drills, and Exercises:

- The school will conduct mandated actual safety drills (fire and intruder alert) following DOE protocol per semester, with one intruder alert drill in September/October and another drill in February/March.
- At least six (6) school staff members will be trained in CPR and the use of the AED (defibrillator).
- School security personnel/contract agencies will participate in the review of the School Safety Plan as needed.

Implementation of School Security:

- School security roles include one dedicated security guard located at the front entrance during school hours, monitoring hallways before and after school, and using security cameras to continuously monitor hallways, stairwells, and other areas (excluding classrooms and restrooms).
- All school visitors will be required to show identification upon entering the school building, receive a visitor's lanyard, and be escorted to their destination by a staff member as appropriate. Visitors must return the lanyard upon exiting.

Incident Command Structure:

If the safety of students, staff, or the facility is compromised, the school's Incident Command Team (ICT) is responsible for implementing all emergency protocols, under the guidance of the Incident Commander.



The Incident Commander's responsibilities include:

- Creating, publishing, and communicating an Incident Action Plan when necessary.
- Implementing a plan for homicidal threats, bomb threats, threats of fighting, or large group assembly/protests.
- Establishing immediate priorities, especially the safety of responders, emergency workers, bystanders, and people involved in the incident.
- Monitoring the progression of the incident and providing clear updates to the Building Response Team (BRT).

Emergency Notification:

Staff must contact their Head of School or Director of Operations in perceived emergencies. For confirmed immediate dangers, staff must notify 911 immediately, followed by contacting the Head of School or Director of Operations. If a 911 call results in the following outcomes, the Head of School must notify the Executive Director and the Head of School of the co-located school:

- Whole or partial school evacuation and/or relocation
- School closure/early dismissal
- Soft or hard lockdown
- Shelter-In
- Emergency hold
- Continued police presence
- A student needing emergency medical attention
- Facilities-related emergencies (e.g., gas, electric issues)

Contacting Parents, Guardians, and Emergency Contacts:

Ivy Hill Prep Charter School keeps electronic and paper records of up-to-date contact information. The school uses landlines and cellular phones to contact caregivers in case of an emergency.

School Cancellations and Early Dismissal:

School cancellations may occur due to inclement weather, acts of war, terrorism, or any situation where the administration feels students and/or staff are in danger. The school will inform the public via the website, calls, texts, and emails when possible.

Unexpected Early Dismissal:

In emergencies requiring unexpected early dismissal (e.g., evacuation, gas leak, bomb scare), families will be notified per the emergency notification protocol.



Emergency drills:

New York State requires twelve (12) drills each school year:

- 8 evacuation drills before December 31 (4 using secondary exit routes)
- 4 lockdown drills at any time in the year (2 shelter-ins, 2 holds)
 - Drills must be scheduled and shared with the BRT before the start of school in August.

Emergency Situation Response

Explosive/Bomb Threat

- Notify the Head of School or Director of Operations (**DO NOT ENGAGE**)
- School Personnel notifies authorities and co-located school.
- Evacuate the building and proceed to the designated relocation site.
- Await for further instructions from authorities.

Threat of Violence

- Notify the Incident Commander immediately.
- Determine the level of threat and contact local law enforcement if necessary.
- Monitor the situation closely until the threat passes or law enforcement takes control.
- Contact the guardian of any student threatened.

Hostage Situation

- Notify the Head of School or Director of Operations immediately.
- Do not respond to the media until necessary.
- Implement a hard lockdown as necessary.
- Turn over authority to police upon their arrival and assist as requested.

Building Intruder

- Notify the Head of School or Director of Operations immediately.
- School Personnel in collaboration with the co-located school will immediately go into a HARD LOCKDOWN.
- Pull any student from the hallway into the classroom/office space.
- Lock doors, turn off lights, and immediately usher students and other staff into the safety triangle.
- Do not respond to or open the door for any personnel. Police officers will open the door and end the lockdown.

Missing Child

- Alert the Head of School or Director of Operations immediately if a child is missing.
- Engage in a soft lockdown and review camera footage.
- Contact emergency contacts and police if the child is not found within 10 minutes.
- Prepare appropriate video footage for police review.



Civil Disturbance

- Implement soft lockdown drill protocol.

Hazardous Material/Gas Leak/Biological Threat

- Implement evacuation drill protocol.

Danger During Arrival/Dismissal

- Communicate via 2-way radios and follow the Head of School or Director of Operations' instructions.

Earthquake

- Instruct staff and students to duck, cover, and hold. Evacuate once the earth movement stops and sweep the building.

Relocation/Evacuation Site Information		
Relocation Site #1	Relocation Site #2	Relocation Site #3
School Name: Ps. 235 Address: 5811 Ditmas Ave Contact: Nicola Grant Email - N/A Phone - 718-773-0048	School Name: Address: Contact (Name): Email - Phone -	School Name: Address: Contact (Name): Email - Phone -

Important Contact Information

- Local Police Department Precincts: 67th, 69th, 73rd
 - 67th- 2820 Snyder Ave, Brooklyn, NY 11226 - (718) 287-3211
 - 69th- 9720 Foster Avenue, Brooklyn NY 11236- (718) 257- 6211
 - 73rd: 1470 East New York Avenue, Brooklyn, NY 11212 - (718) 495-5411
- Local Hospitals: Brookdale Hospital, Kings County Hospital
 - Brookdale Hospital - 555 Rockaway Parkway, Brooklyn, NY 11212 - (718) 240-5000
 - Kings County Hospital - 451 Clarkson Avenue, Brooklyn NY 11203 – (718) 245- 3131
- Poison Control Center: (800) 222-1222



Emergency Remote Instruction Plan:

Ivy Hill Prep Charter School is committed to maintaining the continuity of learning for all students. This plan details the procedures, policies, and expectations for transitioning to remote instruction during emergency conditions.

Management & Owners:

The Board Chair will decide on whether the building closes in collaboration with the Head of School & Director of Operations (pending guidance from NYC Public Schools and any other organizations to help determine context and risk).

Outline:

Ivy Hill will begin Remote Instruction on Day 3 after the Emergency Remote Plan is activated:

- **Day 1:** SLT & Operations Team in Building (if safe)
 - **SLT**
 - Coordination of Remote Programming
 - Adjustments of Calendar, Pacing Guides & Teaching Schedules
 - Communication Plan
 - Special Population Needs
 - Food
 - Services
 - Counseling
 - **Operations**
 - Coordination of tech
 - Packaging of devices and materials
 - Coordinate pick-up setup
 - Purchasing if needed
 - Contact all families in transitional housing to develop a support plan around needs, tech, and supports.
- **Day 2:** Instruction & Device Pick-Up
 - **SLT**
 - Coordination w/ teachers around platforms & instruction
 - Coordination of material pick-up and personal supplies
 - Teacher Outreach
 - **Operations**
 - Distribution of tech, materials & schedules
 - Adjusting asset tracker
 - Building deep clean and pack-up
 - Support building online platforms
 - Sign-out devices
 - Adjust cyber security permissions



- **Day 3:** Instruction Begins
 - Students are engaging in their first day of remote learning

Computing Device/School Supplies Provision:

To ensure that all students have access to computing devices to participate in synchronous instruction.

- **Dissemination Method:** Laptops will be provided via pick-up system at the school premises.
 - All laptops will be sanitized and packaged with care. Students will receive:
 - **TECH:** 1 laptop, 1 charger, 1 pair of headphones and if applicable, 1 hotspot
 - **SCHOOLS SUPPLIES:** Notebooks, pencils, pens, index cards, loose leaf and markers.
- **Service/Replacement:** Damaged devices will be exchanged on designated days at the school.

Internet Connectivity:

To ensure that students receive access to the internet for remote learning.

- **Needs Assessment:** Ivy will review the SOY Compliance Survey to identify the connectivity needs of each student.
- **Provisioning:** Mobile hotspots will be provided to students who lack internet access.

Instructional Expectations:

To establish clear expectations for synchronous and asynchronous instructions.

- **Staff Readiness:** Staff will be provided with essential tools, devices, and Wi-Fi, ensuring delivery of remote instruction.
- **Instructional Allocation:** 60% synchronous and 40% asynchronous instruction will be observed, with asynchronous serving as supplementary.
- **Training and Support:** Staff will receive ongoing training and support to adapt to the expectations for remote instruction.

Alternative Instructional Methods:

To provide instructional access to students for whom digital technology is not appropriate or available.

- **Identification:** Regular assessment and teacher input will help in identifying students who require alternative instructional methods.
- **Office Hours:** Teaching and Instructional Teams will host Office Hours for students who need additional support in adjusting to the remote learning environment
- **Initiating IEP's:** Students who are facing struggles with adjusting to the new environment will be recommended to receive IEPs to support learning.
- **NON-Instructional Staff Supports:** Non-instructional staff will be assigned a CREW group to support building relationships and strengthening culture in the building.
- **Attendance & SEL Team:** RJ & Counseling teams will be merged as the Student Support Team. This team will conduct daily outreach to families whose students aren't present for remote learning. This team will also provide SEL opportunities for students throughout the day - either through talking spaces, engaging in community groups or fun whole school activities.

Special Education & Related Services:

To continue providing special education and related services to students with disabilities in accordance with their IEPs.

- **Coordination:** Special education teachers, support staff, and service providers will closely coordinate to align remote services with in-person quality.
- **Service Delivery:** Speech and outpatient therapies, counseling, and other related services will be provided remotely via secure video conferencing platforms or through alternative methods based on individual needs.



Instructional Hours Estimation:

- **Foundation Aid Claim:** Ivy Hill Prep plans to claim five hours of instruction for each day of an emergency closure for State aid purposes.

Student behavior communication and prevention strategies:

1. **Incident Report Procedure** - This is employed to ensure 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.
2. **Contacting law enforcement** - Under certain circumstances, local law enforcement is called when there is an immediate threat to the safety and security of staff and students in the school such as a. If a student has threatened to take their own life, has been assessed using the Suicidal Ideation Protocol (contained in this document) and is at high risk of suicide. b. 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, informing the parents of the student or the staff member that they can contact the police themselves to press charges may be the most appropriate response.

3. **Formal discipline procedures:** Hearings are held for students in the case of either a long-term suspension (10+ days) or expulsion. If a student commits an offense that calls for long-term suspension or expulsion, as defined in the student code of conduct.
 - a. Manifest determination reviews - Students with an IEP, 504, or where the school is deemed to know that the student has a disability are required to have a manifest determination review (MDR) before being suspended for more than a cumulative 10 days in a school year. Lamad requires that the Committee on Special Education (CSE) be notified at 7 days of cumulative suspensions so that the CSE is aware of the potential for an MDR if the child continues to be suspended.
 - b. Suicidal ideation protocol - Lamad schools employ this protocol if a student has threatened self-harm (either verbally or in writing). Depending on the risk level (low, medium, or high), varying follow-up steps will ensue.
 - c. Homicidal ideation protocol - Lamad schools employ this protocol if a student has threatened the physical safety of others (either verbally or in writing). Depending on the risk level (low, medium, or high), varying follow-up steps will ensue.
 - d. Crisis plan - Lamad employs this protocol when a student requires 3 or more Crisis Prevention Intervention (CPI) incidents that require restraint within 1 month. Each school will have at least three staff members trained in Crisis Prevention Intervention (CPI) de-escalation and restraint. Post-incident, the CPI team will gather within 24 hours of the CPI event to conduct a formal debrief (by CPI protocol) even if restraint was not ultimately used. If restraint was used, then an incident report must also be written.
 - e. Student safety plan - These are initiated post suicidal/homicidal/hospitalization/non-consensual sexual misconduct and consist of the following:
 - i. Arrival and Dismissal/transition/bathroom/unstructured time accommodations and procedures.
 - ii. Responsibilities of administration, dean of students, Clinician, student services coordinator, teacher, CPI team, parent, and student in various case scenarios that are relevant to the safety concern
 - iii. Commitment of all parties to ensure the safety of all parties as well as the fidelity of the plan via signature.
 - iv. Progress is monitored by a school clinician. Revisions to the Safety Plan can be made with the Lamad Academy Safety Committee.



Emergency Egresses

Every room occupied by students and/or staff, including those used intermittently throughout the day, must have a primary and alternate route to exit the room and, ultimately, the building. When the school Head of School and/or the Incident Commander (from NYPD, FDNY, OEM, DOHMH, or another designated external agency overseeing the management of the emergency) have decided to evacuate a school building, students, staff, and visitors to the building must exit using the designated egress and/or alternate egress route.

Please Note: Exits and streets are both required in this section. Cafeteria/Auditorium, and Gymnasium, where appropriate, should be included in the list of rooms and exits

Egress Procedure

Upon the call for an evacuation, all spaces primarily descending Stairwell D will exit through Ivy Hill Prep's main entrance. Once outside, everyone will make a right onto Avenue D and stop at the corner of Avenue D and E 57th St.

Room	Exit	Stairwells	Street Address
LL Cafeteria	Landing between Basement and Floor 1	Primary Stairwell: A Alternative Stairwell: B	Primary Address: E 58 th St Alternative Address: Clarendon Road
LL Conference Room	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
Main Office	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
215 Classroom	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
213A Office	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St



213B Office	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
213C Office	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
2 nd fl Staff Bathrooms	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
2 nd fl Student Bathrooms	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
206 Classroom	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
208 Classroom	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
210 Classroom	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
212 Classroom	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
214 Classroom	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St



216 Storage	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
218 Classroom	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
315 Classroom	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
316 Classroom	Landing between Basement and Floor 1 (Nazareth Parking Lot Exit)	Primary Stairwell: C Alternative Stairwell: D	Primary Address: Avenue D Alternative Address: E 58 th St
314 Classroom	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
310 Classroom	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St
309 Nurse	Landing between Basement and Floor 1 (Ivy Hill Prep Main Entrance)	Primary Stairwell: D Alternative Stairwell: C	Primary Address: Avenue D Alternative Address: E 58 th St