

# Saint Columbkille Partnership School Health and Safety Plan 2018-2019

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## **Introduction**

Saint Columbkille Partnership School is concerned with the physical and emotional well being of all students and is committed to providing a safe, clean, and well-organized school for all students while maintaining a welcoming and responsive environment for students and parents.

Included in this document are policies and procedures that have been formulated to address school security, threat assessment, emergency response, and positive school climate.

## **School Health, Safety and Crisis Management Team**

Saint Columbkille Partnership School has a team in place to monitor the health and safety of the school. This team meets periodically to write and monitor policy and procedures. In the event of an emergency, each team member has a pre-defined role for quick and effective response. Members of the team are the Head of School, Assistant Head of School, Administrative Assistant, School Nurse, Student Support, Learning Resource Coordinator and Business Manager.

## **School Security**

### **Visitors**

The school is equipped with surveillance cameras to monitor access to the school. All exterior doors are locked at all times. Before a visitor can gain access to the building, she/he must ring the bell at the main entrance, identify her/himself and state the purpose of the visit. An audio-video system is used to communicate with the visitor. Visitors are directed to the main office. If the visit requires the visitor to remain in the school after reporting to the school office, she/he must sign into the school's visitor center and secure a badge. Before the visitor leaves the building, she/he must sign out in the visitor center. The school office maintains a record of visitors.

## **Drop-off and Pick-up Procedures**

During arrival and dismissal times, school personnel are posted at the main entrance. After being dropped off, students gather outside the main entrance of the school building. In the case of extreme weather, students are permitted to gather in the main entrance hallway. School staff members begin supervising these students fifteen minutes prior to the start of school. At dismissal, teachers escort students outside.

All vehicles enter the school property via the entrance from Market Street and proceed through the designated drop-off line. For the safety of all students, any student who arrives by a vehicle must utilize the drop off lane in the morning. Teachers and staff members will greet students at the vehicle and assist with removing students and then escort the student to the gathering area. Vehicles may then exit via Arlington Street or Market Street. Any student who is walking to school must utilize the designated walking areas. Should a parent have an appointment in the school, he or she must park in the lot at the rear of the property. If this lot is full, vehicles may park in the main lot.

During the Pick-up time, vehicles should park in designated parking spaces. Pedestrians must use designated cross walks when traveling to and from their vehicles.

## **Safety Audit**

To assure the school building is safe and clean for students, Saint Columbkille Partnership School regularly conducts a safety audit of its facilities and has procedures in place to monitor compliance with local, state, and federal regulations.

Once a quarter, the Boston Fire Department visits the school to check that the facility is safe. During this time, they check the emergency lights, smoke detectors and fire extinguishers to be sure everything is working properly. To assure the alarm system is in working order, the alarm company comes to the school quarterly. The facility staff works with the alarm company and fire department to confirm all systems are in compliance.

Twice a year the Health Department comes to the school to examine the cleanliness of the facility. They examine the kitchen, cafeteria, and bathrooms.

## **Threat Assessment**

In the event of a potential threat, the school's crisis team meets to evaluate the credibility of the potential threat should time permit. These potential threats may include bomb threats, threats against children by parents or other adults, threats against teachers/staff members, suspicious strangers in proximity to or in the school. Law enforcement officials will be immediately contacted if the situation could be imminently dangerous. Available members of the crisis management team will confer to put in place the appropriate emergency response should it be necessary.

## **Emergency Response**

Saint Columbkille Partnership School has in place procedures and protocols for responding to emergencies.

## **Procedures for Incidents and Accidents**

Should an incident occur during the school day that affects a student's wellbeing the incident should be immediately reported to the administration and then an incident report should be completed. The incident report should be filled out electronically through the faculty portal.

In the case of a disciplinary issue that requires intervention, teacher or staff member must notify the Head of School or the Assistant Head of School. After which, a report must be filled using the form on the faculty portal.

## **Medical Emergency**

In the event of a medical emergency, the staff member must immediately call the main office – and send for the nurse. After the crisis has passed, the staff member must fill out the incident report online: <https://goo.gl/forms/QeX8csWxqH0F6K0O2>.

Should a student need emergency medical assistance (chest pain, loss of consciousness, severe breathing difficulty, or excessive bleeding) requiring the assistance of the teacher, the teacher should instruct a student to locate another adult to immediately call 911 - 617-343-4911 and then call the nurse and the main office. Every staff member must be CPR and Epi-pen certified.

Depending on the severity of the incident, the administration may announce containment/lockdown.

**The Head of School or designee will:**

- Ensure that a staff member meets ambulance and directs them to area
- Copy emergency form/incident report (if available) and send it with the individual to the hospital.
- Designate personnel to accompany afflicted person to health care facility
- Notify Administrative Team
- Notify Crisis Management Team if necessary
- Notify family of the afflicted person

**The Nurse will:**

- Respond to emergency
- Notify 911 - 617-343-4911 if necessary and provide directions to closest door.
- Complete documentation using appropriate forms at the conclusion of the emergency.

**Evacuation Procedure**

Upon the sounding of the Fire Alarm, teacher must lead students out of the building directs students to immediately single-file according to the directions below. The last student (Grade 1-8) in line should turn off classroom lights and close door. The Paraprofessional in each early childhood classroom should turn off the classroom lights and close the door. The teacher must take the emergency packet that contains protocols and class lists.

**PreK-C, K1A**

Exit out Leicester Street door by playground – staying on school side of Leicester Street and file down Leicester Street toward park.

**Pre-K-A, Pre-K-B**

Exit out Leicester Street door by copy machine– staying on school side of Leicester Street and file down Leicester Street toward park.

**K1C, K1B**

Exit out back door staying to the left and file straight to the back of the school yard

**K2A, K2C**

File right out of classroom, down the stairs and exit out back door staying to the left and file straight to the back of the school yard

**K2B, Library**

Exit out main entrance back door staying to the left and file straight to the back of the school yard

**1A, 1B & Elementary Science Lab**

Exit out front door between Grade 1 classrooms and file down Arlington Street toward Parsons Street

**3A**

Exit out front door between 3A and 1A classrooms and file up Arlington Street by Church to Market Street

**2A**

Exit out side door by rectory and file up Arlington Street by Church to Market Street

**3B, 2B**

Exit out door by the guidance office - cross to opposite side of Leicester Street and file down Leicester Street toward park

**4B, 5B, Music**

Exit out Leicester Street turn left and file down Arlington Street towards Parson Street

#### **4A, 5A, Art**

Exit out side door by rectory and file up Arlington Street by church toward Market Street

#### **Grade 8 Room and Science Lab**

Exit out main entrance back door staying right and file straight to the back of the school yard

#### **6A, 6B, 7**

Exit out main door staying right and file straight to the back of the schoolyard

#### **Gymnasium**

Exit out back of gym by stage - down stairs out Leicester Street door - cross over street and file down Leicester Street toward park

#### **Dining Hall**

Lunch monitors should split students between inner and outer dining hall rooms. Students in the inner room should be guided to the Leicester Street door exit - staying on school side of Leicester Street and file down toward park. Students in the outer room should be guided to the side door exit by the rectory – walking to Arlington Street by church toward Market Street.

#### **Containment Plan**

Containment is a protective action used to safeguard faculty, staff, and students when there is a potentially dangerous situation near or inside the school. Containment may occur in the case of a: medical emergency, bomb threat, group fight, missing child, shooting/stabbing, stranger/intruder in the building, suicide, and any incident in which school officials deem appropriate. Should an event of this type occur, the school administration will determine the level of threat and initiate the appropriate action as specified below:

1. The following announcement will be made over the intercom: **“Teachers please secure your classrooms.”** If the circumstance allows, a text and e-mail message will be sent to teachers and staff via the school’s emergency notification system.
2. Teachers in classrooms should immediately check the hallways for students and bring them in to the classroom and then:
  - Close classroom doors and make sure the door is locked. Close the windows/shades.
  - Move students away from the windows and doors.
  - Instruct students to remain calm and silent.





- Access the emergency folder located in each room. Place the laminated paper over the window.
  - Take attendance:
    - a. Verify the missing, injured, and extra people in your classroom. If all students are accounted for, you must email saying: All Secure. If there are additional students or you are missing students, list their names and homeroom. Email this list to [lockdown@stcps.org](mailto:lockdown@stcps.org).
  - Stay with the students in the classroom until directed otherwise.
3. Staff not assigned to a classroom will move to their assigned space and (if safe) direct children into the nearest classroom.
- Para Professionals: Check the hallways
  - Student Support Coordinator: Third Floor Hallway
  - Learning Resource Coordinator, Media Technologist, or Learning Specialist: First Floor Bathrooms or Hallway
  - Middle School Teacher (without class): Middle School Bathrooms
  - Academic Coach: Second Floor Hallways
  - Office Staff: Bathrooms outside office
  - Cafeteria Manager: Garden level bathrooms
  - Custodian: will greet or escort police officers to designated area, if necessary and safe to do so.

If students are in or at:

**Cafeteria:** Stay in the cafeteria and secure doors.

**Outside Cafeteria:** File to nearest unobstructed classroom.

**Gym:** File to nearest classroom (grade 4 rooms or music room)

**Hallway:** Teachers/sweepers direct students to closest classroom.

**Bathrooms:** Teachers/sweepers, if hallway is safe, individual should direct students to the nearest classroom.

**Outside at recess:** Teachers/monitors will be notified by walkie talkie and/or cell phone. Students should be escorted away from building away from danger.

## **While in Containment**

- Teachers **MUST** remain calm. Your response to the containment will influence the students' responses and behavior.
- Teachers **MUST** instruct children to remain silent.
- Teachers respond to questions calmly and with reassurance: e.g. “We are staying together in case something is not safe for us”.

During containment, teachers must only open the door to authorized personnel, after verification of identify. Teachers must only use the classroom phone or cell phone to notify the office of an emergency in the classroom. Containment ends only when Head of School or designee announces via intercom or by announcement at the door: **“Teachers may open your doors”**

## **Shelter in Place Evacuation Plan**

In some cases, students and staff may need to evacuate the building and relocate to a designated “shelter in place”. This may occur in the case of: fire/explosion, or exposure to hazardous materials.

In such a case, an announcement will be made over the intercom calling for evacuation. A fire alarm may sound. Teachers will be directed to lead their students to the church after having safely evacuated.

Upon hearing the announcement, teachers must instruct students to remain silent during the evacuation and file in a single line. The teacher must take the emergency packet that contains protocols and class lists. The last student should turn off classroom lights and close door. Teachers should follow the evacuation procedure guidelines when exiting the classroom except for the classrooms exiting on Leicester Street. These classrooms should exit from Leicester Street; take a left, and following Arlington Street to the church.

Our designated “shelter in place” is the basement of the St. Columbkille Church. When gathered in church, attendance will be taken and the Head of School or Lead teacher will announce that we are remaining in the church until the danger has passed.

Parents will be notified via the school’s notification system and given directives for re-uniting with their children.

## **Social and Emotional Well-Being**

The wellness of our students is of paramount importance.

Additionally, students’ emotional needs are continually assessed during the course of the year. The Student Support Coordinator meets with each teacher at the beginning of the year to conduct a “whole-class review.” This process is in place to identify students who are “at-risk. Students who are identified to be “at-risk” are closely monitored by the Student Support Team.

The Student Support Team meets weekly to discuss issues regarding students who are troubled and could potentially perpetrate acts of violence. Plans will be written for these students and communicated to the appropriate people. The Student Support Coordinator is responsible for calling meetings and writing the plan.

The school collaborates with counseling agencies to provide mental health services to students who have been identified as needing support. This counseling can take place at the school or at the health clinic.

### **Bullying**

Saint Columbkille Partnership School is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. Saint Columbkille Partnership School acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of Saint Columbkille Partnership School we must share and live out, through Catholic tradition, the message of Jesus Christ and be committed to providing an integrated Catholic education environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by

fostering in each child a love of learning and by providing an environment that fosters respect, understanding and appreciation of one another.

Accordingly, Saint Columbkille Partnership School hereby promulgates the Bullying Prevention and Intervention Plan as required by the Archdiocese of Boston Bullying Prevention Policy and the Commonwealth of Massachusetts.

### **Physical Wellness**

The school maintains a health office for student visits and screenings, with a rest area, sink, and double locked medication cabinet and locked cabinet for student health records, as required by state law. Student medical data is documented and stored electronically using a professional school nurse software program. The following interventions are employed on a regular basis during the course of the year.

- Eye screenings/ exams
- Hearing screenings
- Dental evaluations

In addition to health instruction, the school also provides nutritional lunch options for students. The school lunch program is managed by a professional catering service that offers a variety of nutritional food options featuring a daily salad bar including many fresh fruits and vegetables. The cafeteria manager is *Servsafe* and Allergen Awareness trained. The facility is clean, safe and adequately supervised.

Action plans are in place for students who have allergies. It is imperative that parents communicate with the school nurse regarding a child's allergies. STCPS is not a nut free school however plans to restrict student exposure to nuts can be put in place depending upon the severity of the allergy.

### **Suicidal Threat**

In the case of a suicidal threat in which the person is in immediate danger, the staff member present must:

- Talk calmly until the assistance arrives.

- Engage the person in conversation. Do not become confrontational or make any fast movements towards the individual.
- Not leave the person alone
- Notify the Main Office

The Main Office will:

- Call 911 – 617-343-4911
- Inform Student Support Coordinator and Counseling Services (when appropriate)
- Document all events related to the situation.

In the case of a suicide ideation i.e has given an indication of future self hurt but has not currently acting on it, the staff member should:

- Call the Student Support Coordinator if there is no apparent immediate danger
- Escort the individual to the student support office
- Not leave the person alone
- Notify the Head of School of the situation and actions taken

The Head of School or Student Support Coordinator will:

- Notify student's family
- Make sure that the situation is documented
- Determine if the student must be mandated initiate counseling