

**The Hellenic Classical Charter School-Staten Island**  
1641 Richmond Avenue  
Staten Island, New York 11314

**School Safety Plan *PROJECT SAVE* (Safe Schools against Violence in Education)**

**I. INTRODUCTION**

The Safe Schools Against Violence in Education Act (SAVE) became law in New York State on July 24, 2000. The law requires schools and districts to spell out how they will respond to acts of violence and other disasters through prevention, intervention, emergency response and management.

Schools are at risk of acts of violence and natural and man made disasters. Emergencies in schools must be addressed in an expeditious and effective manner. The Hellenic Classical Charter School-Staten Island Safety Plan, which includes a comprehensive Emergency Response Plan, was developed to prevent or minimize the effects of serious violent incidents and emergencies, to facilitate coordination with local resources in the event of such incidents or emergencies, and generally to give direction in situations involving the safety of the school community. Planned and practiced responses to emergency/crisis situations may mean the difference between life and death.

In support for the SAVE Legislation, in 2005-2006 Hellenic Classical Charter School in Park Slope Brooklyn has developed a School Safety Team, consisting of the Principal, the Director of Operations, a general education teacher, a teacher's assistant, an extended day teacher, the lunch provider, and a parent representative. The team consulted with the local Fire Department and Police Precinct to ensure future coordination, maximum effectiveness of the plan and safety of the school building. The school consults with local government officials on a regular basis for advice and assistance in updating and executing the plan. On December 11, 2018, HCCS replicated its model and Hellenic Classical Charter School – Staten Island was approved by the NYSED Board of Regents.

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. PURPOSE**

The Hellenic Classical Charter School-Staten Island Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees, the Principal appointed a School Safety Team and charged it with development and maintenance of the School Safety Plan.

**B. SCHOOL TEAMS**

The Board of the Hellenic Classical Charter School-Staten Island has authorized a School Safety Team consisting of, but not limited to, teachers, Chief of Operations, Principal and other school personnel. The members of the team and their positions or affiliations are as follows:

2019 - 2020 School Safety Team

Christina Tettonis, Superintendent  
Joy Petrakos, Chief of Operations  
Cathy Kakleas, Principal  
Shannon Donohue, Guidance Counselor  
Christina Portelos, Director of Finance & Operations  
Adam Konstantopoulos, Dean of Athletics/Teacher  
Denise Catapano, Dean of Special Education & ELA  
Roula Mappas, General Ed Teacher

TBD , PTA President  
Richard Monroy, School Safety Officer  
Diana Gavnaudias, School Aide  
Lunch Provider and Custodian

In addition, the school has identified team members and other staff members who will comprise an On-Site Emergency Team. This team will be responsible for executing different aspects of the School Safety Plan, including post-incident response. The members of this team and their positions or affiliations are as follows:

2019 - 2020 On-Site Emergency Team

Christina Tettonis, Superintendent  
Joy Petrakos, Chief of Operations  
Cathy Kakleas, Principal  
Richard Monroy, Security Guard  
Christina Portelos, Director of Finance & Operations  
Dena Capetanakis, Special Events/Parent Coordinator  
Shannon Donohue, Guidance Counselor  
Dawn Demenagas, Administrative Assistant  
Maria Krisilas, Business Administrative Assistant

**C. PLAN REVIEW AND PUBLIC COMMENT**

Pursuant to Commissioner's Regulation, Section 115.17 (e)(3), portions of this plan were made available for public comment prior to adoption. The plan was formally adopted by the Board of Trustees, and a full copy was submitted to the New York State Education Department following approval. Any amendments will be submitted within 30 days of their adoption.

Full copies of the School Safety Plan were supplied to local Police and Fire Departments within 30 days of adoption. In addition, a copy of the School Safety Plan summary will be made available by contacting the Director of Operations. Legislation requires that the school's School Safety Plan shall be 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.

This plan will be reviewed periodically throughout the year and will be maintained by the School Safety Team. The required annual review will be completed on or before July 1 of each year.

**D. EDUCATIONAL AGENCY INFORMATION**

The Hellenic Classical Charter School-Staten Island is the sole educational agency required to follow this School Safety Plan. The school is located at 1641 Richmond Avenue Staten Island, New York 11314. The school employs approximately 65 staff both full- and part-time, and serves 498 students for the 2018 - 2019 academic year. Student transportation needs are consistent with the Department of Education requirements. The key official of Hellenic Classical is Cathy Kakleas, Principal (school phone: 718-499-0957).

**SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

**A. PREVENTION/INTERVENTION STRATEGIES**

**Program Initiatives**

The Hellenic Classical Charter School-Staten Island has many initiatives in place for prevention of violence and intervention for children who exhibit or are at risk for violent behaviors.

**1. Guidance Counselor.** Teachers refer students to the School Guidance Counselor as needed. The counselor meets with targeted students for individual, group and family counseling, working with children in the context of family, school, peer and community systems. He/she ensures effective intervention practices by observing students in the classroom setting, developing a

relationship with parents and building relationships with outside community-based organizations for additional services. Interventions provided by the social worker also include conflict resolution and peer mediation.

**2. After-School Program.** While offering greater supervision for any parents who have to work and cannot pick up their children at the end of the school day, The YMCA provides an additional outlet for students through remediation and recreation. The hours are between 4 and 6 pm.

**3. Code of Conduct.** Developed by the school staff, the Code of Conduct identifies key players, sets expectations for appropriate school conduct, and defines consequences for parents, students, and staff at the Hellenic Classical Charter School. Code of Conduct is enforced as needed by teachers and staff within the school.

### **Training, Drills and Exercises**

The School Safety Plan is distributed to all staff members each year. Planned and practiced responses to emergency/crisis situations occur regularly so that the school is prepared for any of the following situations: fire, bomb threat, environmental threat, extraordinary event/crisis, school security (violence, weapons, intruders), drugs and alcohol, child abuse, medical emergencies, and death in the community. Such emergency drills occur as both planned and unplanned practices at various times of the day and are recorded each year. The Hellenic Classical Charter will provide 12 planned or unplanned fire drills, 2 medical emergency drills, 2 shelter drills per year.

Training, drills, and exercises are reviewed annually in coordination with the local fire and police department to assess the viability of the procedures for each type of emergency situation. All drills are timed by the Administrative Assistant to assess improvement over time. The drills are reviewed by the School Safety Team to assess timing, coordination, and performance of key personnel. The Administrative Assistant is responsible for monitoring duration and efficacy of each drill. The Administrative Assistant reports to the School Safety Team and the On-Site Emergency Team about the results of the most recent drill. The School Safety Team is responsible for maintaining records of each drill. Improvements to the drills are considered by the team. In addition, the Department of Education assesses medical response techniques of the school four times per year. Teachers and staff are trained by the school annually at the start of the school year for all instances of emergency procedures. In addition, the emergency responders are trained and certified in CPR, First Aid, and AED.

## **B. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

Teachers learn about and discuss family, community and environmental factors that may aid in the early detection of potentially violent behaviors in a variety of settings:

- weekly grade meetings
- monthly staff meetings
- referral to the social worker for intervention
- opportunity to attend weekly Student Support Team meetings for intervention on children
- who may need referral for counseling
- parent meetings
- school incident log

## **B. HAZARD IDENTIFICATION**

Sites of potential emergency include:

- Stairwells
- The cafeteria
- Gymnasium

### **SECTION III. RESPONSE AND RECOVERY**

#### General Safety

The Hellenic Classical Charter School-Staten Island Code of Conduct includes many aspects that support the School Safety Plan. The Code of Conduct asserts that students have the right to a safe, healthy, orderly and civil school environment. The Code of Conduct establishes seven levels of severity for actions that are disorderly or disruptive, that endangers the safety, morals, health or welfare of others, or is outright violent. Minimum penalties are prescribed based on the severity of the infraction. In addition, interventions available at all levels include conflict resolution, peer mediation, individual or group counseling, restitution and referral to appropriate school or community agencies. The Code of Conduct includes specific modifications for students with disabilities.

#### Emergencies

In the event of an emergency or violent incident, the initial response will be by the On-Site Emergency Response Team. Upon the activation of this team, the Principal or his/her designee will notify, where appropriate, local emergency officials. Efforts may be supplemented by county and state resources through existing protocols. Listed below are individual protocols for Fire, Bomb Threat, Environmental Threat, and an Extraordinary Event/Crisis. Emergency or violent incidents also include Hostage Taking and Kidnapping. Protocols for response to use of drugs and alcohol, suspicion of child abuse, medical emergencies and death in the school community are also listed below.

To address conditions unsafe for travel to and from school, The Hellenic Classical Charter School-Staten Island will cancel school or dismiss classes early on days that the New York City Department of Education closes public schools. Families should listen to WINS (1010 AM), WABC (880 AM), or WADO (1280 AM) for announcements indicating "closing of New York City public schools." If school dismisses early, the Principal will designate personnel to notify parents and families via phone calls. The school will also announce dismissal or cancellations on the phone system.

#### **EMERGENCY CENTERS**

Nurse's Office-for medical treatment and supplies Cafeteria-for emergency supplies, such as food, water, flashlights

### **SECTION IV.COMMUNICATION PROCEDURES**

#### External Communications

The Principal is the only official spokesperson for the school. Any staff member approached by the media should direct the individual to the official spokesperson. No one should make any statement to the media without clearing it with the official spokesperson.

Procedures for communication with parents and law officials are outlined in each of the following sections. The school will also notify the Department of Education (Office of New Schools) and the Charter Schools Institute only for circumstances that warrant reporting.

#### Internal Communications

Procedures for communicating to teachers, staff and students are outlined in each of the following sections.

## **V. EVACUATION SITES**

The Hellenic Classical Charter School-Staten Island has identified several different purposes for alternate locations. Immediate evacuation involves circumstances that affect the school building, such as a fire, on the day of the occurrence. Long-term evacuation refers to a temporary relocation of the school when the physical plant is no longer operable due to an emergency. The recovery site will become the site for the school's main offices in the case of a long-term evacuation.

The immediate evacuation site is the Prospect YMCA. The YMCA features a gymnasium and 2 classrooms.

### **Immediate Evacuation** *Primary Site*

Broadway YMCA

651 Broadway

Staten Island, New York 11314 (718) 981-4933

Senior Executive Director - School & Branch Based Programming K-12

## **VI. FIRE**

Fire drills will be held as dictated by local regulators. Coordinating and recording fire drills is the responsibility of the Principal.

Smoke, fire, and/or heat trigger the intervention process for a fire emergency. The detectors and fire extinguishers are tested regularly.

The attached Fire Drill notice and map will be posted inside each school room and will identify the fire exit.

Call the main office if you detect a fire emergency. Fire emergencies include smelling or seeing smoke, seeing an open fire, or hearing a person call out that there is a fire in or around the school building. The Principal (or appointee) will call 911.

Pull the nearest interior alarm if there is an immediate threat (i.e., smelling or seeing smoke, seeing an open fire, or hearing a person call out that there is a fire in the school building). Red fire alarms are located throughout the school.

Close the classroom windows and doors, but do not lock the door. Leave the lights on.

Take your attendance and class list with you. Please count your students before leaving the room.

Evacuate silently, quickly, and in single file to the designated fire exit located in the classroom. Fire wardens will ensure the evacuations of all areas, e.g., bathrooms in their assigned locations.

Depending on your fire drill classroom procedure, exit the building on Richmond Ave. and walk up to Victory Blvd. Line up against the building. Count your students to assure all students are accounted for. Report any missing or added students to the Principal.

Keep students calm and silent and wait for further instructions from the Principal.

Teachers or school aides supervising the cafeteria and playground should keep students in a group and make a register of who they have.

NEVER return to the building until the all clear sign is given.

## **FIRE DRILL**

There will be fire drills occurring throughout the school year. Some of these drills will be planned and others will be spontaneous. To ensure everyone's safety, please practice the following procedures regularly.

1. Students must quietly form one line and quickly proceed to the designated fire exit. Your fire exit is \_\_\_\_\_. **Do not take the elevators.**
2. Teachers must take the class list with them. Please count your students before leaving the room, as you exit the building, and at the end of the fire drill to ensure all students are accounted for.
3. Exit the building and walk to 19th street. Line up on the sidewalk.
4. The Principal will give you further directions and signal when it's ok to re-enter the building.

**Remember to...**  
*Walk Quietly*  
*Walk Quickly*  
*Keep Your Hands to Yourself*  
*Listen to Directions*  
*Be Calm*

## **VII. BOMB THREAT**

A bomb threat is a potential emergency with NO time to debate whether the threat is genuine. Upon a receipt of a bomb threat, fill out the Response Form as completely as possible.

Notify the Principal immediately.

The Principal will call 911 and, with the police and fire department, thoroughly search all routes of egress and evacuation for suspicious objects before ordering an evacuation.

If the bomb is received by mail, do not handle the package. The classrooms should evacuate immediately, and the Principal will call 911 from outside the building. If the threat is by-mail, notify same as if by phone.

The Principal will announce a *Missing Package*. The message announced is *"Attention faculty, please be advised that there is a package missing from the General Office. "*

Do not use the fire alarm system, cell phones, or portable radios-they may trigger a bomb.

Teachers are to immediately line up students and follow the fire evacuation procedure. Keep doors and windows open.

Listen for directions from police, EMS or Principal.

### **BOMB THREAT RESPONSE FORM**

Person Receiving Call: \_\_\_\_\_

Exact Time of Call: \_\_\_\_\_

Exact Words of Call: \_\_\_\_\_

#### QUESTIONS TO ASK

When is bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

<b>Caller's Voice (circle)</b>				
Accent	Squeaky	Sincere	Loud	Excited
Crying	Angry	Stressed	Slow	Nasal
Giggling	Deep	Broken	Stutter	Slurred
Normal	Lisp	Disguised	Calm	Rapid

#### **VIII. ENVIRONMENTAL THREAT**

The Principal will announce a *Weather Report*. The message will be broadcasted over the loud speaker and is "*Attention faculty, please be advised of the weather conditions outside. Teachers and staff should direct all students in the hall or bathroom to go immediately to the nearest classroom.*" The custodial staff will shut down the HVAC system immediately.

Close the classroom windows and turn off all vents. A lockdown of all rooms, including cafeteria, meeting rooms, and offices should take place immediately.

If warranted, the Principal will call 911. Wait for instruction from police, fire, or Principal. If told to evacuate, do so silently and in single file as practiced during fire drills to evacuation site. If told to remain in school, staff and students remain in rooms in lockdown status.

Administrative Assistant and School Aide will phone all parents of emergency situation and instructions.

All children remain in school until parent or authorized contact picks up child. All staff remains until all children are retrieved by parent or authorized contact.

## **IX. EXTRAORDINARY EVENT/CRISIS**

The Principal will announce CODE WINTER DAY to alert faculty and staff. The message announce will be *"Attention faculty, please be advised of CODE WINTER DAY. Teachers and staff should direct all students in the hall or bathroom to go immediately to the nearest classroom."* Teachers and staff on the playground or other school facility should direct children in a single file line immediately to the school.

Depending on the nature of the crisis, the Principal will indicate the course of action, either a lockdown or evacuation. If warranted, the Principal will call 911.

Wait for instructions from the police, fire, or Principal.

Administrative and School Aide will phone all parents of emergency situation and instructions.

All children remain in school until parent or authorized contact picks up child. All staff remains until all children are retrieved by parent or authorized contact.

## **X. SCHOOL SECURITY**

For the protection of the school community, no student is to permit outsiders into the building. All visitors must report to the School Security Desk and sign in. All visitors must have a visitor's pass. All students and staff have the responsibility to report the presence of an outsider immediately to a teacher and/or Principal. This responsibility is to be taken seriously by all members of the school community.

All fire exit doors must remain closed and alarm set. Visitors should enter through the front doors in the lobby area.

Incidents occurring on school property must be document in the incidents log book located at the School Security main desk on the 1<sup>st</sup> floor.

### **Violence**

A threat or actual act of violence can be defined either physical (e.g., making a fist, hitting, kicking) or verbal (e.g., threatening to hit, kick, etc.). If a staff member becomes aware of a student, parent, staff member or visitor's threat or actual act of violence, the staff member will immediately notify the Principal. The Principal or designated staff member will determine the level of threat or violence, and depending on the degree will determine the appropriate course of action will be determined. The definition and degree of violence, and appropriate consequences and course of action is outlined in the school's Code of Conduct.

### **Weapons**

As outlined in the school's Code of Conduct, a weapon can be defined as a firearm as defined in 18 USC ~921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

Do not attempt to disarm a student or an intruder.



If you find a weapon anywhere in the building, do not touch the weapon and do not let the weapon out of your sight. Stay by the weapon and send another staff member or responsible student to the Principal.

If you are handed a gun, hold it by the handle. Do not point it at anyone or travel with it. Send for the Principal. The Principal will phone 911.

If a student, parent, visitor, or staff member possesses a weapon on school property, the course of action and consequences outlined in the Code of Conduct will be applied. HCCS-SI emphasizes a zero-tolerance policy for school violence.

### **Intruder**

Always assume that an intruder is armed and dangerous. Do not attempt to disarm an intruder. If you are confronted, speak in a calm voice. If possible, try to contact the main office. The Principal will call 911.

The Principal will announce *"Mr. Smith is in the building"* to alert faculty and staff. The message announce will be *"Attention faculty, please be advised that Mr. Smith is in the building. Teachers and staff should direct all students in the hall or bathroom to go immediately to the nearest classroom. "*

A lockdown of all rooms, including cafeteria, meeting rooms, and offices should take place immediately.

Wait for instructions from the police or Principal.

### **Kidnapping**

If a student or staff member has been kidnapped, immediately contact the main office. The Principal will call 911.

If a staff member witnesses the kidnapping, record as much about the situation as possible, including vehicle description license plate, kidnapper description, child's clothing and description, and direction of departure from the scene.

## **XI. DRUGS AND ALCOHOL**

A student found under the influence of or in possession of drugs or alcohol in or around school, or at school-related activities, must be referred immediately to the Principal. Discipline procedures are outlined in the School Code of Conduct.

## **XII. CHILD ABUSE**

All school employees are mandated reporters. This means that by law, school employees are required to report *suspected* child abuse.

When a school employee has reasonable cause to suspect that a student is the victim of physical, mental, or emotional abuse, or if a student confides to a school employee that *he/she* is the victim of abuse, the school employee must inform the Principal and fill out a report of suspected child abuse in coordination with the Social Worker. School employees should never promise students that information will be kept confidential.

The Principal will make the report, or direct staff to make a report, to the Child Abuse Hotline at 800-635-1522.

# CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

SUBJECT CHILD		PARENT OF SUBJECT CHILD
NAME _____		NAME _____
ADDRESS _____		ADDRESS _____
GRADE _____	SEX _____	
AGE OR BIRTHDATE _____		

SOURCE OF ALLEGATION (Check as appropriate)

\_\_\_\_ Parent \_\_\_\_\_ Other Relationship \_\_\_\_\_

ALLEGED PERPETRATOR

\_\_\_\_ School Employee

\_\_\_\_ Parent

\_\_\_\_ School Volunteer

\_\_\_\_ Relative

\_\_\_\_ Other

Name of Perpetrator \_\_\_\_\_

Position or Relationship \_\_\_\_\_

SPECIFIC ALLEGATION (Use this space to describe circumstances surrounding the allegation.  
Attach additional sheets if needed.)

## FOR ADMINISTRATIVE USE ONLY

REASONABLE SUSPICION \_\_\_\_ Yes \_\_\_\_ No

Date Submitted to Principal \_\_\_\_\_ Signature \_\_\_\_\_

Date Submitted to Law Enforcement \_\_\_\_\_ Signature \_\_\_\_\_

### **XIII. MEDICAL EMERGENCIES**

#### **IN THE CASE OF A MEDICAL EMERGENCY, FOLLOWING ACTIONS WILL BE TAKEN:**

- Immediately notify the Principal. The Principal will announce CODE BLUE over the loud speaker to alert first aid responders. The message announce will be *"Attention faculty, please be advised of CODE BLUE. First Aid Responders should report to (location). "*
- The scene will be assessed for safety by the first aid responders. The School Nurse or first aid responder will provide first aid and CPR as needed. The AED will also be available.
- Classroom teacher will calmly move children outside of the room. The first aid responders will move desks, chairs, or other objects from the student needing medical attention.
- The Principal will call 911 and parent to notify them of current situation and actions being taken.
- A first aid responder will wait in the lobby and direct emergency personnel to the scene.
- The Principal will designate a first aid responder to ride in the ambulance to the hospital. The designee must wait with the child at the hospital until the parent arrives.
- The Teacher or Principal will fill out an Accident Report.

First Aid Responders include:

- . Cathy Kakleas (Principal)
- . Adam Konstantopoulos (AED, CPR, First Aid for School Day)
- . School Nurse (CPR, First Aid for School Day)
- . Shannon Donohue (Direct emergency personnel for School Day)

### **XIV. DEATH IN THE SCHOOL COMMUNITY**

If the death takes place in the school, students should remain in their classrooms until the area of the death has been secured. Police will advise on how to proceed.

It's important to secure the parents' permission before announcing the cause of death.

In the event of a death in the school community (but not inside the school), the Principal informs the staff of the death and the planned response. Each teacher receives an announcement of the death to be read at a designated time.

If it is a student who has died, a counselor will be directed to the student's classroom for the day. The deceased student's desk should not be removed at this time. In the event of a teacher's death, the Principal will meet with the deceased teacher's class and a counselor will be available for the day. The conference room and Principals office are the designated areas for grieving students.

### **XV. RECOVERY**

The Student Support Team members-consisting of the guidance counselor, Chief of Operations, the Principal, and special education teacher-will assess the individual emotional needs of the children.

The Hellenic Classical Charter School-Staten Island will:

- Return to the normal schedule of events and teaching as soon as possible.
- Keep families and staff informed. Be clear about what steps have been taken to attend to student safety. Let families and other community members know what support services the school is providing or what other community resources are available.
- Attend to the building, as well as people, during recovery.
- Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged.
- Provide assessment of emotional needs of staff, students, families, and responders.
- Conduct daily briefings for staff and others assisting in recovery.
- Remember the anniversaries of such crises.

#### **XVI. EMERGENCY KIT**

The Emergency Kit should be taken in the case of evacuation, field trips, or in other cases when students are leaving the building. Emergency kit supplies included should be:

- First aid kits
- School Safety Plan
- Complete student roster with phone numbers. Student Emergency Forms
- School schedule
- Daily attendance sheet
- Flashlight and batteries
- Two-way radio or cell phone
- Paper and pens
- Name tags and markers