



IS 289: HUDSON RIVER MIDDLE SCHOOL

201 WARREN STREET, NEW YORK CITY, NY 10282

Zeynep Ozkan, Principal

Dr. Anolyn Brown, Assistant Principal

IS 289 Family Guide to School Safety

Dear Families.

We all play a role in keeping our children safe at school: staff, students, and parents, too. With that in mind, we have compiled this guide to safety procedures for parents.

This guide has been compiled from the following sources:

- NYC Department of education's Parent Guide to School Safety
- Chancellor's Regulations
- IS/PS School Safety Plan
- IS 289 Family Handbook

EMERGENCY NOTIFICATIONS

In the event of an emergency, school personnel will work in collaboration with the central Department of education administration, NYC Police Department, as well as State and Federal agencies as necessary to ensure the safety and security of students and school staff.

Should an emergency occur, you can obtain information in the following ways:

- Receive email from school principal
- Subscribe to receive text or email notification from Notify NYC
- Call 311
- Check the DOE's website at <http://schools.nyc.gov>

SCHOOL SAFETY PLAN

At the beginning of the school year, all schools develop a School Safety Plan. The plan outlines the procedures that the school uses every day and in cases of emergency to provide a safe and secure environment in which effective teaching and learning take place. Each plan is approved by the Office of Safety and Youth Development and the NYPD.

In order to ensure safety for all students and staff, the specific emergency response plans and procedures of the school Safety Plan must remain confidential. Disclosure of this information is prohibited by the Chancellor's Regulation A-414.

The school Safety Plan addresses the following major areas:

- **School Information.** This section lists the staff members, hours of operation, chain of command, class schedules, dismissal schedules, extra-curricular activities, and use of special facilities (ie, swimming pools).
- **Special Needs Students.** This section identifies students with special mobility needs and ways of addressing those needs.

- **Medical Emergency Response Information.** This section outlines procedures for the dissemination of health information of individual students, implementing health recommendations, and for maintaining and accessing health supplies and trained medical personnel. It also outlines the use and storage of Automatic External Defibrillators (AED).
- **School Safety Personnel Procedures and Assignments.** This section includes visitor control procedures, security scanning (where applicable), and protocols for responding to specific disaster or emergency conditions such as fire, sheltering-in, bomb threat, suspicious packages, hazmat, shooting, and kidnapping.

SCHOOL SAFETY COMMITTEE

Chancellor's Regulation A-414 states that the following individuals are required to serve on the school's Safety Committee: the principal or designee, the UFT chapter leader or designee, the PTA president or designee, the school's Level III School Safety Agent or designee, the custodial engineer, the dietician or designee, and the NYPD commanding officer or designee of the local precinct. One annual meeting is open to all parents.

SCHOOL SAFETY AGENTS

YOU MUST SHOW THE SAFETY AGENT A PHOTO ID AND SIGN IN EACH AND EVERY TIME YOU VISIT IS289. ADDITIONALLY, YOU MUST HAVE YOUR VISITOR STICKER VISIBLE FOR THE FULL TIME YOU ARE IN THE BUILDING.

This applies to frequent visitors and volunteers. Please do not wander around the building when your business is finished. (The sign-in requirement may be waived for large school functions such as parent workshops, PTA meetings, culminations, and student performances.) Visitors should always exit the building through the main doors on Warren Street.

School Safety Agents have the following responsibilities:

- Respond to immediate security emergencies
- Help school personnel maintain discipline and order
- Implement visitor control procedures
- Patrol areas within and immediately surrounding the school building
- Prevent intruders from entering school building
- Report serious incidents to the school administration

OFFICE OF SAFETY AND YOUTH DEVELOPMENT (OSYD)

The goal of the Office of Safety and Youth Development (OSYD) is to make every public school in New York City a safe and secure teaching and learning environment for all students and staff. To achieve this goal, the Office of Safety and Youth Development works closely with the NYC Police

Department and its School Safety Division, as well as with regional support staff, principals, and other school personnel.

PARENTS' FREQUENTLY ASKED QUESTIONS ABOUT SCHOOL SAFETY

How do we prepare our staff and students to respond to an emergency?

We practice procedures in drills. In accordance with DOE policy, the staff and students participate in a required number of fire, evacuation, lockdown, and shelter-in drills each school year. A poster detailing the specifics of each drill is posted in each room in the school, and all staff are trained with the protocols.

What is the procedure for adults entering the building?

Every visitor or volunteer entering the building should come in through the main door on Warren Street. They must show ID to the Safety Agent and sign in. Visitors will be given a sticker to wear while on premises and should return the badge and exit through the main door when their visit is completed.

When we invite parents to a workshop, class celebration, or student performance, we may waive your requirement to sign in at the safety agent's desk, although a separate sign in sheet will be circulated at the event. When your event is over, please exit at Warren Street, past the safety agent. Please do not wander around the building afterwards.

What procedures are in place to support students outside of the building in the case of an emergency during the school lunch period?

During the opening month of our lunch teachers lead students in developing a plan for what to do when they have an emergency and they are outside of our school building. This plan includes locations that students can utilize as safe locations and steps to take after reaching safety. Page 17 of the family handbook provides additional guidance regarding family emergency plans and outlunch.

IMPORTANT SCHOOL AND COMMUNITY CONTACT INFORMATION

IS 289 Main Phone	212-571-9268
Fax Number	212-587-6610
School Address	201 Warren Street, NYC 10282
Principal	Zeynep Ozkan- zozkan@is289.org
Assistant Principal	Andolyn Brown- abrown@is289.org
Parent Coordinator	Anne Albright- aalbright@is289.org
First Precinct @ 16 Ericsson Place	(212) 334-0611