Safety and Security Plan with Crisis Management Plan Updated Fall 2024

St. Michael's Academy takes proactive measures to protect the safety and security of all our students and staff members. This safety and security plan was designed locally with the help of law enforcement, the fire department, the emergency management office, and all other key stakeholders. The plan is reviewed on an annual basis during the month of February.

Current Members of the Safety and Security Team

Ann Dougal – Principal
Tim Baker – Facilities Manager
Elizabeth Dutton – Office Manager
Sylvia Kaimi – Department Chair – Teacher
Katie Rowland – Department Chair - Teacher
Maureen Penna – Nurse
Steve Perry – Teacher
Erik Strom – Facilities
Adianez Colombani- Counselor

STAKEHOLDER RESPONSIBILITIES

A. **The St. Michael's Academy School Safety and Security Committee:** is responsible for reviewing the School Safety and Security Plan on an annual basis in February and completing updates as necessary. The committee disseminates information to the faculty and staff in a consistent and thorough manner. The committee comprises the leadership team, several teachers, the director of maintenance, the nurse, the counselor, and one office staff member.

B. **Crisis Response Team includes all personnel with leadership roles and** responsibilities during crisis situations. This includes the commander, director of maintenance, evacuation coordinator, teacher crisis coordinators, media relations coordinator, parent liaisons, and nurse.

C. **Chain-of Command to carryout (roles):** see attached Emergency Chain of Command Chart

D. **Training**:

1. **General training**: all faculty and staff will be trained on their responsibilities for crisis situations. A general training will occur in January or February of each year. The training will include a review of procedures and evacuation routes. If new staff members are hired before the start of the academic year, they will receive training as a part of their orientation process.

2. **Structured drills**: 10 drills will be scheduled during the academic year for all staff and students. The drills will be rotated between fire drills, lock-down drills, and evacuation drills to the 500 ft. site.

3. **Specialized training or skills**:
   - CPR training will be available to all staff on an annual basis.
   - The nurse has been trained in the use of AED.

SECTION III

TARGET-HARDENING INITIATIVES

A. **Building Access**: St. Michael's Academy maintains strict control over the access to the building. The building remains locked at all times. St. Michael's has two main entry points on the Wheeler Avenue and Eddywood Street sides of the building which are identified with school logo signage.

Areas requiring different levels of security have been identified and keys were made to allow authorized personnel access to appropriate areas. The locks on the exterior doors have been replaced with a "restricted key system" and high security keys are issued for those doors. Anyone needing an exterior and/or an interior key are required to sign a key log that is maintained by the business administrator. The high security keys can only be duplicated when requested by an authorized SMA staff member and at the authorized locksmith. This helps to ensure that keys won't be made without proper authorization.

Upon employment, faculty and staff are issued the appropriate keys. Faculty keys are returned at the end of each academic year and re-issued at the start of the new academic year. Keys are also returned upon termination of employment. All staff wear picture badges indicating that they are an employee of St. Michael's Academy.

B. **Visitor Policy**: A visitor must gain access to the building by ringing a doorbell with camera at the Wheeler or Eddywood St. main entrances. Only authorized personnel are permitted to provide entrance to the building. Any visitor authorized to remain in the building, must sign the visitor log.

C. **Delivery Procedures**: All deliveries are made to one of the main entrances. Authorized personnel supervise the delivery process. When necessary, kitchen deliveries are made to the kitchen door and are supervised by cafeteria or maintenance personnel.

D. **Vendor and Contractor Policies**: All vendors and contractors (such as computer technicians, Springfield Public School evaluators, repairmen, etc.) must gain access at one of the main entrances of the building. Upon arrival, the vendor/contractor must sign in on the visitor log. The appropriate personnel are informed of the arrival, greet the vendor, and supervise the visit. Upon leaving the building, the vendor/contractor must sign out on the visitor log.

E. **Arrival and Dismissal Procedures**: St. Michael's Academy has a carefully constructed arrival and dismissal procedure that provides pathways that are adequate to avoid overcrowding and to ensure safety of all. The safety of children to and from school is the joint responsibility of the school and the parents/guardians. Children are instructed in safety procedures by the principal and teachers. Parents should reinforce that instruction at home. There are three types of arrival and dismissal procedures: bus, car, and walker.

1. **Bus**: Students traveling by bus arrive at the Eddywood entrance. Disembarkment from the bus is supervised by St. Michael's personnel. At dismissal, elementary students (K – 3) are housed in designated classrooms on the first floor, and grades 4-8 students are housed in the cafeteria. Upon arrival of the bus, a middle level bus monitor collects the elementary students and brings them to the cafeteria where they exit the building from the Eddywood cafeteria door. They are loaded onto the buses under teacher supervision.

   The Springfield Public School system provides free transportation for students in K – 5 who reside one and one-half miles or more from the school they attend, and for students in grades 6 – 8 who reside two miles or more from the school they attend. These students must be residents of the city of Springfield. Appeals for new bus stops must be submitted in writing to the school who in turn will submit them to the Springfield Public Schools Transportation office. All school bus stops are established by the transportation office located at 1550 Main Street.

   Transportation is provided only to and from the student's legal residence. In special circumstances, where hazardous walking conditions exist, the School Committee may approve the provision of bus transportation.

   Students are under the jurisdiction of the school authorities from the time they board the bus until they alight from the bus. If riders are not well-behaved and courteous, they endanger the health and safety of others and may be deprived of the busing privilege.

   The bus driver is the authority figure on the bus and maintains order. It is his/her responsibility to report misdemeanors to the school principal using the conduct form mandated by the city of Springfield Transportation Office.

   The bus driver submits the form stating the reason for needed action to the principal. The principal reviews the submitted form and is responsible for the disciplinary action to be taken focusing on the severity of the offense and the number of prior reported offenses.

   The form is sent to the parent/guardian for signature of having received notification from the school. A copy of the signed notice is forwarded to the Springfield Transportation Officer and a copy is kept in the student's file for the remainder of the school year.

   If the FIRST offense is of an extremely serious nature, the principal reserves the right to impose a term of bus suspension. Second offenses may result in the loss of bus transportation for a period of time to be determined by the principal.

Proper Bus Conduct: Expectations and Rules

(Per directive from the Springfield Transportation Office)

- The bus driver is responsible for your safety as well as the safety of your fellow passengers.
- Stand back away from the curb until the bus is completely stopped and the door is opened. At this time, you may board the bus in an orderly fashion.
- Weapons of any kind are strictly prohibited aboard a school bus.

- Toys of any kind are strictly prohibited aboard a school bus.
- Live animals are strictly prohibited aboard a school bus. Pets pose a danger of an allergic reaction or injury.
- Take your seat promptly and remain seated until the bus comes to a complete stop. The driver will instruct you when it is safe to get off the bus.
- Windows should not be opened without the permission of the bus driver. At no time should any part of your body be extended outside of the bus.
- Smoking, alcohol or drugs are strictly forbidden on the bus.
- Do not push, fight or indulge in "horseplay" while on the school bus. Always respect the rights of others.
- Treat the school bus as you would an object of your own. Any act of vandalism by a student will result in suspension from the bus and financial restitution for damages incurred.
- Throwing objects from the bus is strictly forbidden.
- For your safety, do not cross any street until you are absolutely sure it is safe to do so.
- Kindergarten students must be met by a parent at the bus stop. If another individual is to receive a kindergarten child from the bus, the parent must submit this information to the bus driver.
- The bus driver will report any infraction of the above rules in writing on an Incident Report Form. The initial evaluation of the child and the incident will be done by the principal.

Transportation changes: It is the policy of the Transportation Department of the City of Springfield that a student rides the bus to which he/she has been assigned. Recurring requests for rides to and from school on different routes must be approved by the principal of the school and the Transportation Office of the city of Springfield.

Students who are not entitled to busing because of residential proximity to the school cannot ride buses to/from school at any time. The City of Springfield Transportation Department reserves the right to grant exceptions to this policy if submitted in writing.

2. **Cars**: For safety purposes, the parents have been instructed to drop off their children in the morning on the school-side of Wheeler Avenue or Eddwyood Street beginning at 8:00 am. Students enter the building by the main entrance doors.

   At dismissal, students are dismissed to cars via the Wheeler (last names A-L) carline and the Eddywood (last names M-Z) carline. Pre-K and siblings are dismissed via the Arvilla carline. Wheeler students waiting to be picked up are housed in the 2nd floor hallway, while the Eddywood students are housed in the 1st floor hallway. Pre-K and siblings are held in the gymnasium. Supervision is provided by teachers. Carlines are managed by teachers using walkie-talkies, while other teachers load students into the cars. Please see

the schools traffic map for traffic flow pattern.

3. **Walkers**: Students walking to school should enter the building by the main entrance doors. In good weather, students are supervised on the playground from 8:00 to 8:15 am. At dismissal, students are dismissed by three walker lines: Eddywood/Plumtree, Wheeler/ Plumtree, or Arvilla. Students gather in designated classrooms supervised by teachers until 3:25 pm. Teachers walk students to the designated street corners for dismissal.

   Children will be instructed regarding the safest walking route to school. Parents should be sure that their children know and follow these routes. The shortest route may not be the safest route.

   Children need to be told to stop at the curb and look both ways for oncoming traffic before crossing the street. They should stay between the lines marking crosswalks and observe the signals of the crossing guards and traffic lights. Parents should be sure that their children leave home for school at times when crossing guards are stationed at intersections.

   See Campus Drop Off and Pick-Up Procedures Map

F. **Vehicle Access and Parking**: St. Michael's Academy has limited available parking which is utilized primarily by faculty and staff. Parents are instructed to drop-off and pick-up their children following the traffic pattern. Limited parking is available in the lot for parents who need to enter the building. During times outside of arrival and dismissal, street parking is available. A portion of the parking lot is coned off preventing immediate access to the main doors by a vehicle.

G. **Storage Areas**: St. Michael's Academy has designated locked storage areas for food, chemicals, equipment, and medications in which only authorized personnel have access.

H. **Signage**: St. Michael's Academy has visible signage identifying the school. A marquee sign is located on the corner of Eddywood and Plumtree Roads, while logo signs mark the main entrances to the building.

I. **Intercom System**: The main office has two forms of communication for reaching the classrooms. An intercom system can be utilized to communicate to the school as a whole, or to individual classrooms. In addition, the phone system can also reach individual classrooms and also has the capability to serve as an intercom by dialing *78.

J. **Walkie Talkies**: Each classroom teacher is assigned a walkie talkie at the beginning of the year. Additionally, the principal, office, maintenance, nurse and counselor also have walkie talkies. These can be used as a form of communication. Channel 2 is the default setting and used during emergency situations. Channels 1 and 3 are used for dismissal and after school activities.

K. **Windows**: All windows in the building can be securely locked. All frames and hardware are in good condition.

L. **Video Cameras:** Video cameras are mounted in strategic locations around the building. A monitor screen is located in the main office for viewing. Limited video archives are available for review if needed.

POLICIES AND PREVENTION PROGRAMS

M. **Character and Virtue Education**: Moral development and character education are integral parts of the St. Michael's Academy mission. As highlighted in our mission statement, faculty and staff use every opportunity "to guide students to develop their fullest potential as responsible citizens of the world, instilled with a strong set of moral values and a sense of service, and a love of learning".

N. **Bullying Prevention Policy:** The Diocese of Springfield ("Diocese") and the Catholic School Office ("CSO") believe that each Catholic school in the Diocese of Springfield must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to bullying, cyber-bullying or retaliation. Bullying, cyber-bullying or retaliation or other like disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, cyber-bulling and retaliation are not to be tolerated.

The St. Michael's Academy Bullying Policy and supporting materials are available on the SMA website.

O. **Conflict Resolution:** Conflict Resolution is approached in three ways. At the first level, teachers use their classroom management skills to resolve conflicts between students. If conflict persists, students may be referred to the counselor. If necessary, the principal may become involved. At any level, parents may be informed and become part of the problem-solving process.

P. **Child Abuse Prevention / Safe Environment Program - VIRTUS**: St. Michael's Academy complies with the Diocese of Springfield's Safe Environment Program. All employees and volunteers who have contact with children are required to participate in and

comply with all aspects of the safe environment program. The safe environment program includes:

1. Completing a comprehensive background check (CORI)
2. Reviewing and agreeing to the terms of the Code of Conduct
3. Completing the training course in Virtus

The Safe Environment program for employees is completed upon hire and again at the 3-year intervals: 2018, 2021, 2024 etc. Volunteers complete the Safe Environment program on a 3-year rotation.

Please refer to the Child and Youth Protection section of the Diocese of Springfield's website for further information.

Q. ***Circle of Grace*:** The *Circle of Grace* program is taught in all grades. The program is diocesan approved and part of the mandated diocesan curriculum for all of the diocesan Catholic schools. The program strives to improve self-reliance, raise self-esteem and help students to master personal safety skills while reassuring them that most adults are kind, safe and committed to their well-being.

R. **Sexual Harassment:** In keeping with our belief in the inherent dignity of each and every individual person, it is the goal of the Diocese of Springfield to provide a work environment where all persons are treated with respect. Consistent with this goal, it is the policy of the Diocese of Springfield to promote a workplace that is free from sexual harassment.

St. Michael's Academy complies with the Diocese of Springfield's Sexual Harassment Policy.

S. **Internet Safety**: We are pleased to offer the students of St. Michael's Academy access to the internet. To gain access to the internet, all students must obtain parental permission and must sign and return a form to their homeroom teachers. Access to the internet will enable students to explore thousands of libraries, databases and bulletin boards. Families should be warned that some materials available via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to people. Although St. Michael's Academy has a content filter to block inappropriate sites, there are times that the filter may falter and students may access inappropriate materials. We believe that the benefit to students with access to the internet in the form of informational resources and opportunities for collaboration exceed any disadvantages. Students who are offenders of this policy could be denied internet access/use at St. Michael's Academy.

The network is provided for students to perform research. Access to network service is given to students who agree to act in a considerate and responsible manner. Access is a privilege and not a right. Access entails responsibility. Individual users of the school's computers are responsible for their behavior and communications over the networks. It is presumed that users will comply with school standards and will honor the agreement they have signed. It is expected that students will not access sites with objectionable material.

Teachers will guide students toward appropriate materials and monitor the information and websites accessed.

T. **Nut-Free School**: Due to the health risks to students with nut allergies, St. Michael's Academy is a nut free school.