SECURITY PROCEDURES MANUAL

New Summit School – Jackson, MS

SCHOOL YEAR 2009-2010
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The **Security Certification Workbook** gives insight as to what all needs to be in place at the school. The **Security Procedures Manual** gives insight to specific standards on how to proceed through certain situations for everyone.
Security Teams
Ref. NSS-00

New Summit School
Marilyn McGregor
Therrell Myers
Mark Williams
Nancy Boyll
Zach New
Emergency Communication Numbers
Ref. NSS-01

New Summit School
Ambulance- 601-982-7911
Fire Department- 601-960-2116
Police (precinct 4)- 601-960-1453
University Medical Clinic- 601-984-1000
St. Dominics Hospital- 601-200-2000

Don Criswell
Inspector/School Safety Specialist
MDE Division of School Safety
Office- 601-359-1335
Cell- 601-506-1786

Jackson Fire Station # 16
Captain Tillman (if not available, any Captain)
601-960-2116
Fire Safety Evaluations- 601-960-1399

Jackson Police Department
4940 Old Canton Road
601-960-1453
Introduction

The school safety program of New Summit School strives to provide comprehensive information that will assist in identifying and effectively responding to a variety of potential threats to safety. This manual also incorporates strategies and procedures to prevent safety threats. The school safety program is geared toward the following:

- Providing clear and useful policies and procedures
- Providing staff training related to safety issues and specific school procedures
- Utilizing outside resources to involve students in the concept of school safety

New Summit School is committed to providing a safe school environment that minimizes the potential for safety being compromised and reduces the impact of unforeseen incidents. Safety issues are multi-faceted and cover a wide range of potential threats. This manual attempts to cover as many of these issues and topics as possible. As a brief summary, the manual will cover the following:

- General safety rules and staff responsibilities
- Procedures for dealing with person-initiated threats to safety, such as fighting, visitor violations, etc.
- Procedures for dealing with unpredictable threats to safety, such as those caused by weather, accidents, etc.

The manual will describe in as much detail as possible staff responsibilities for dealing with a variety of situations.
I. BACKGROUND

Schools cannot operate safely without specific procedures for maintaining security. These procedures should be written, available to all staff, and address all critical incidents.

II. PROCEDURE

A. Procedures Manual Content
The New Summit School procedures manual shall be maintained in an easy to use format, and will cover at a minimum, those safety and security standards developed by the School Security Team and published as the “Security Certification Standards for New Summit School.

B. Format
Each procedure shall be numbered in accordance with NLRSD’s security and safety standards. Each procedure shall contain an effective date and the signature of the principal indicating his/her approval. School specific procedures will also be numbered, indexed and placed in the appropriated section of the manual. All procedures shall be placed in a three ring binder, or other book type format, which shall become the New Summit School Security Procedures Manual.
NSS-04

C. Location
Administrators shall maintain the Procedures Manual at New Summit School. Additional copies shall be maintained in the main office and in each separate administrative area. All staff shall receive and sign acknowledgement of the receipt of the procedures manual.

D. Training
All staff shall receive training in the school’s safety and security procedures. Evidence of such training is maintained in accordance with district standard.

E. Responsibility for content
All faculty and staff will be responsible for a working knowledge of the information contained in this manual within 30 days of issuance or upon their transfer to this school. Appropriate action is taken for staff failure regarding their responsibilities under these procedures.

F. Update
All procedures contained in the school’s Security Procedures Manual are reviewed annually and updated as necessary.

III. EFFECTIVE DATE: _______________________

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I. BACKGROUND

Apart from the obvious danger, bomb threats are disruptive and often spawn "copy cat behavior." Specific procedures are necessary to protect students and staff and to deter false reporting.

II. PROCEDURE

A. In-Coming Phone Calls

All bomb threats shall be recorded on the School Bomb Threat Call Form (Attachment #1). These forms shall be maintained in the main office, and all other locations with landlines for quick access and reference. Persons receiving a bomb threat shall perform the following:

1. Identify number in information window on phone.
2. Attempt to ascertain all the information requested on the Bomb Threat Form.
3. Write down the exact information.
4. Attempt to keep the caller on the phone as long as possible.
5. Notify the principal immediately.
B. Principal's Responsibilities
The principal or principal's designee shall immediately review the bomb threat card and speak with the individual receiving the call to gain additional information. The principal or designee will then make a threat analysis to determine the seriousness of the threat. Generally the rule is if there is a bomb, the caller will present supporting information that can mean that the threat is real. Lacking specific and verifiable information, there is probably no actual device. However action should be based upon the following three steps:

- Analysis of the threat and estimate the need for response
- Decision of the logical response to follow
- Implementing the response decisions within the allowed time frame

Analysis means how creditable is the threat? Has tangible information and evidence been provided that indicates that an actual device may be involved, or does an anonymous caller simply state that “there is a bomb in the school” and quickly hang up?

Response Decision:
- Note the threat for future reference
- Have your security team conduct a low profile search of a specific area
- Conduct an in-house search of the entire school
- Notify the police and conduct an evacuation if necessary.

When evacuating the school, contact Law Enforcement by calling 911. The School Security Team will also be notified immediately. All cellular phone and radio communication shall be discontinued for the entire campus until an "All Clear" is given. All students and staff evacuate their building (if necessary) in accordance with the fire evacuation plan posted in each room.

C. Teacher's Responsibilities
Teachers will ensure that students are safely evacuated if called for. In leaving, neither students nor teachers should touch light switches, suspicious objects, or lockers. Teachers will not allow the use of telephones or electronic devices. Windows and doors shall remain open. Teachers will take roll and notify the principal or a member of the security team, if any student is missing.

D. School Security Team
The school's security team shall be responsible for ensuring that the evacuation takes place in a timely and appropriate manner. The School Security Team shall also assist Law Enforcement in searching the grounds for suspicious objects. The School Security Team members shall maintain a checklist of the areas they searched. The list will indicate the area searched and by whom.
NSS-05

E. Law Enforcement
Once on the scene, Law Enforcement has control and jurisdiction of the bomb search and will determine when the school can be re-occupied. The school's security team will assist as directed. Upon receiving an "All Clear," or similar indication that an adequate search has been completed, from Law Enforcement and/or the principal, the principal/designee will give the notification to return to the buildings.

F. Suspicious Object Located
School personnel shall not touch or move any suspicious object or anything attached to that object. The location and description of any suspicious objects shall immediately be reported to the police and to the principal.

G. Written threats
Once a message is recognized as a bomb threat, avoid further handling of the material. Save all materials, including the envelope or container. Notify the principal immediately. The principal will then notify Law Enforcement. If the threat is perceived as imminent, follow the procedures as outlined above.

*A CIR MUST FOLLOW*

III. EFFECTIVE DATE: ______________________
Bomb Threat Report Form
Ref. NSS-06

School Site: _________________________________ Date: ________________

Time of call: _________________ a.m./p.m.

Time length of call: Minutes: ______ Seconds: ______

Individual receiving call: ___________________________________________

Exact words of caller:
“_________________________________________________________________
_________________________________________________________________
_________________________________________________________________”

Does the caller have any type of accent? [  ] Yes  [  ] No   What kind?

Is the caller’s voice familiar? [  ] Yes  [  ] No

Other voice characteristics:____________________________________________

Background Noises? ________________________________________________

Questions to ask:
Where is the bomb located? ___________________________________________
When is the bomb set to explode? _______________________________________
What does it look like? ________________________________________________
What kind of bomb is it? ______________________________________________
Why are you doing this? _______________________________________________
Where are you located? _______________________________________________

Description of caller’s voice:     Tone of Voice:                  
  [  ] Male          [  ] Young (Child)     [  ] Serious
  [  ] Female        [  ] Young (Adult)     [  ] Joking
  [ ] Unknown        [  ] Middle Age       [  ] Laughing
  [  ] Old                       [  ] Tense
  [  ] Not sure                  [  ] Unsure of self
I. BACKGROUND

Fires or explosions require swift evacuation of all students and faculty. Drills are an important part of fire safety as is the storage and handling of flammable materials.

II. PROCEDURE

A. First Report
In case of fire, the individual should notify the school principal or member of the school security team. It is the responsibility of the principal or the designated school security team member to contact your Fire Department by calling 911 upon learning of a fire. Also contact the school Security Team Members immediately following the 911 calls.

B. Evacuation
When the alarm sounds, evacuation is to begin immediately. Security team members will report to their assigned evacuation stations. Teachers will follow the evacuation routes and assignments located in their classrooms. Evacuation areas are as follows:

1. Occupants of the school shall assemble in the designated areas at least 500 feet from Buildings.

2. Occupants of any other buildings shall assemble in the designated areas at least 500 feet from Building.

3. Occupants of the portables shall assemble in the designated areas at least 500 feet from Building.
C. Teacher’s Responsibilities
Teachers will ensure that students are safely evacuated. In leaving, doors are to be closed, but not locked. Teachers will take roll in the evacuation area and notify the Principal or a member of the security team if any student is missing. Teachers on planning periods shall report to the Principal or to a member of the security team for assignment. Students will remain in their class grouping unless otherwise directed by a member of the security team. Teachers will remain responsible for their class until relieved by a member of the security team.

D. All Clear
In the case of a Fire Drill, the principal shall give the “All Clear” to return to the buildings once the drill has been completed.

E. Actual Fire
In the event of an actual fire, the Fire Department and Law Enforcement agency shall serve as the lead agencies regarding campus safety and security. Emergency agencies are provided with a map of the campus and the school’s security team shall serve as a school resource.

F. Assessment of Damage
The Principal will confer with the emergency agencies and determine to what extent the campus requires closure and which buildings may be re-occupied. The principal, in concert with district supervisors, will make a determination to continue or to cancel the remaining school day(s). If the decision is to cancel the remaining school day, students will be housed in unaffected buildings while parents are contacted for early release. Staff will obtain written or verbal permission from the parents/guardian for those students who have private transportation. Students whose parents/guardians have not been contacted will remain on campus until regular release time.

G. School Closure
In the event the school is damaged to the extent that no portion of the physical structure is safe for immediate return, the principal shall determine which of the following options will be pursued:

1. Conditions are such that the safety and physical needs of the students can be met while remaining on a portion of the campus. Early release will be conducted as outlined above in section “F”

2. The safety and physical needs of the students cannot be met on campus due to weather, lack of sanitation, water, or a continued threat to the campus. The principal will then evacuate the students and faculty to the baseball fields-adjacent to school property. New Learning School District-New Summit School has a written agreement with the City of Jackson to provide temporary shelter in the unlikely event a complete evacuation becomes necessary. Teachers will ensure that students remain together in the class at the time of evacuation. Class will implement early release procedures with the assistance
NSS-07
of the security team and other faculty members. Should conditions permit, students who have their own transportation at the school will be returned to student parking once the parents/guardians have given their approval. Students not receiving release approval will remain at the baseball field parking lot under teacher supervision until transported home at the end of the regular school day. The Principal and or the Executive Director will determine if and where classes shall convene the following day(s).

*A CIR MUST FOLLOW*

III. EFFECTIVE DATE:___________________
New Building Identification

- Bldg. #1- High School & New Building
- Bldg.#1A- Spanish Room
- Bldg.#2- Science Building
- Bldg.#3- Administration Building
- Bldg.#4- Upper Elementary Building
- Bldg.#5-Lower Elementary Building
- Bldg.#6-MCEC & P.E. Building
- Bldg. #7- Storage (adjacent to Science Building)
- Bldg. #8- Custodial Building (adjacent to Lower Elem)

Ref. NSS-08

Fire Drill
Supplemental to Evacuation Plan
2009-2010

Alarm Signals:

Fire:  Buzzer- steady sound- followed by a message
Severe Weather- severe weather siren recording- followed by message

Fire Drill:
Building #5: Students will exit out of building and head east down Lelia Drive to Lakeward Drive.
Building #4: Students will exit out of building and head east down Lelia Drive to Lakeward Drive.
Remain on grass as you walk to your location. Safety is critical

Administration Building #3:  All Employees
High School & New Building #1:  All Teachers
Foreign Language Building #1A:  Golden
Science Building #2:  Neely
Cafeteria

Teachers and Administrative employees will exit with students through front door and to the outfield area of the baseball field which is adjacent to the student parking lot. (Extreme caution should be exercised while crossing street)

Call roll to be sure all students are accounted for
Keep students a safe distance from the building/fire as maybe necessary
Stay calm and keep students calm and quiet
WEAPON USE/HOSTAGE SITUATION

Ref. NSS-09

I. BACKGROUND

Although the threat of a firearm being used on campus or of a hostage situation can be reduced by the strict enforcement of safety and security procedures, these types of incidents remain some of our most feared situations. They require considerable advanced planning and training.

II. PROCEDURE

A. First Report—Weapon Use or Hostage Situation

Individuals who first witness the weapon use or hostage situation should immediately report the situation to the Principal, member of the School Security Team and the Executive Director. 911 will immediately be called followed by contacting the Law Enforcement Officials. All faculty members in the immediate area are to move students away from the crisis area. Security team members will direct the evacuation or lockdown of the school depending on the nature of the weapon situation.
B. Lock Down
Upon being informed of the school entering a lockdown status, teachers will immediately lock and secure all doors and windows to their classrooms and offices. No one is to be permitted to leave the classroom or office until the “All Clear” announcement has been made. Teachers and staff will not contact the office unless they have a valid emergency. The system shall remain clear for emergencies only. Injuries or details regarding the weapon use should be reported as an emergency. Students on P.E. fields, cafeteria, etc. shall follow the directions of the security team member who will direct them to return to the building areas for lockdown, or direct them off the campus. Teachers shall continue with the teaching activity, or otherwise engage the students, to promote a calm atmosphere. Students shall be directed to stay away from windows and doors and to take a position of cover. Close blinds and shut off lights.

C. Evacuation
Only if directed to evacuate, begin immediately. Security team members will report to their assigned evacuation stations. Teachers will follow the evacuation routes and assignments located in their classrooms. Evacuation areas are as follows:

**FOLLOW SAME PROCEDURE FOR FIRE EVACUATION.**

Teachers shall follow any additional instructions by security team members or law enforcement if students are to be moved off campus. In this event, students will remain in their class grouping.

D. Teacher’s Responsibilities
Teachers will take roll in the evacuation area and notify the Principal or a member of the security team, if any student is missing. Teachers on planning periods shall report to the Principal or to a member of the security team for assignment. Students will remain in their class grouping unless otherwise directed by a member of the security team. Teachers will remain responsible for their class until relieved by a member of the security team.

E. All Clear
In the case of a Drill, the principal shall give the “All Clear” to return to the buildings once the drill has been completed.

F. Actual Incident
In the event of an incident of a firearm being used on the campus, Law Enforcement shall serve as the lead agency regarding campus safety and security. Emergency agencies are
NSS-09
provided with a map of the campus and the school’s security team shall serve as a school resource.

G. Situation Secured
The Principal, in concert with the school district officials will make a determination to continue or to cancel the remaining school day(s). If the decision is to cancel the remaining school day, students will be housed in an unaffected area of the campus while parents are contacted for early release. New Summit School staff will obtain written or verbal permission for those students who have private transportation. Parents will be notified of early release. Students whose parents/guardians have not been contacted will remain on campus until regular release time.

H. School Closure
In the event the school is to be closed, the principal and the members of the School Security Team shall determine which of the following options will be pursued:

1. Conditions are such that the safety and physical needs of the students can be met while remaining on a portion of the campus.

2. The safety and physical needs of the students cannot be met on campus due to weather, lack of sanitation, water, or a continued threat to the campus. The Principal will then evacuate the students and faculty to the baseball field parking lot. New Summit School has an agreement with the City of Jackson Emergency Management to provide temporary shelter in the unlikely event a complete evacuation becomes necessary. Teachers will ensure that students remain together in the class at the time of evacuation. Class will implement early release procedures with the assistance of the security team and other faculty members. Should conditions permit, students who have their own transportation at the school will be returned to the parking via bus once the parents/guardians have given their approval.

Students not receiving release approval will remain at the baseball field parking lot under teacher supervision until transportation arrives at the end of the regular school day. The school district as well as the School Security Team shall determine if and where classes shall convene the following day(s).
NSS-09

I. Media Contact
The Principal or designated representative from the school’s security team shall be the school’s representative for all media contacts in accordance with New Summit’s procedure for media contacts. All media releases shall be coordinated with the law enforcement agency responding to the emergency.

*A CIR MUST FOLLOW*

III. EFFECTIVE DATE: _________________
ANNUAL SAFETY AND SECURITY ASSESSMENT
Ref. NSS-10

I. BACKGROUND

An annual safety and security assessment is essential to ensure that procedures and plans are maintained and ready throughout the annual security certification process.

II. PROCEDURE

A. Annual Security Assessment
Each year following the school meeting Certification of Compliance of Security Standards, annual audit assessments are conducted with the assistance of the Security Team.

B. Format
Each audit security assessment shall be in the same format and manner as outlined in the Security Certification Standards Workbook and shall include a review of the security standards as well as the specific School Security Manual. In conducting the assessment, the school shall use the compliance forms produced by the Security Team.

C. Results
The results of the annual security assessment shall determine the degree of training and/or corrective action required by the school. The results of the annual security assessment shall also be submitted to the Executive Director of New Summit School. New Summit School will retain a copy of the results for the certification file, as evidence of compliance of this standard.
NSS-10

D. Corrective Action
Those standards found to be not in compliance will be re-checked and brought into compliance within a three-month period. The results of the re-check shall be reported to the Executive Director of NLRSD. Standards having a budgetary impact and requiring additional resources in order to be in compliance shall be documented in the form of a budget request to the Executive Director and/or appropriate school district officials.

E. District Spot Checks
Annual spot checks of identified standards will also be made by security team in accordance with the procedures outlined in the Security Certification Standards.

III. EFFECTIVE DATE: ______________________
I. BACKGROUND

Policy and procedure regarding safety and security must be followed on a daily basis. Mock crisis drills prepare the school for emergencies and demonstrate efficiency and compliance with safety and security procedures.

II. PROCEDURE

A. Annual Security Assessment
NLRSD requires an annual assessment of the compliance of security standards for New Summit School. This procedure is outlined in NSS-06.

B. Mock Drill
A mock drill will be conducted as part of the annual assessment security assessment. The security evaluation team leader will determine the type and nature of the drill. This will be announced to faculty, staff and students (where appropriate) only at the commencement of the drill. Drills should be conducted throughout the school year as time allows. In all cases, a mock drill will also be conducted with each audit certification review.

C. Results
The results of the mock drill will be recorded on New Summit School’s “Mock Drill Report” and submitted to the Executive Director of NLRSD.

NSS-11
D. Unanticipated Drills
NLRSD- New Summit School may have unanticipated evacuations/lockdowns or other crisis responses based upon real or falsely reported emergency situations. The results of responses from these situations will also be recorded on the “Mock Drill Report.” One or more of these types of recorded events may meet the requirement of a mock drill, if approved by the Executive Director of NLRSD.

III. EFFECTIVE DATE: ________________________
VISITORS
Ref. NSS-12

I. BACKGROUND

Individuals not properly received at the school’s central admittance point pose a significant risk to safety and security of students and faculty.

II. PROCEDURE

A. Location & Notice
The school’s main reception area shall serve as New Summit School’s central admittance point for all visitors. Notice to visitors of the requirement to check in is clearly posted at the main entrance to the campus and on buildings.

B. Registration
All visitors are greeted by school personnel assigned to the main office and asked how they can be assisted. Visitors with a valid purpose for being on the school campus are asked to sign in. The registration sheet shall require the visitor’s full name, telephone number, title (mother/father, ESE specialist), purpose of visit, and the date and time of entry. Substitute teachers shall be given an identification card identifying them as such.

C. Valid Purpose
Personnel assigned to the main office must determine the validity of the visitor’s request. Personnel will consult with the principal for any non-standard request or when the visitor’s identity or purpose is in question. Parents requesting the release of their son or daughter must be handled in accordance with School Policy NSS-17. Social visitation is not permitted. Deliveries shall be escorted and directed to an administrative office.
NSS-12
Individuals making deliveries for specific staff members shall not be permitted on campus and will be accepted only in the main office.

D. Identification Card
Once the visitor’s legitimate purpose has been established, he/she will be issued a visible visitor I.D. Office personnel will instruct the visitor to immediately place the I.D. card in a visible place, on their person. No visitor shall be released from the office without their wearing the visitor’s I.D.

E. Unattended Visitors
At no time shall there be unattended visitors on the campus unless specifically approved by the principal or his/her designee. All visitors will be escorted to their on-campus destination.

F. Staff Responsibilities
It is the responsibility of every staff member to stop and assist any individual who is not a student or a staff member. Visitors, who have not checked in, are to be escorted to the main office. Anyone not having a valid purpose will be asked to leave the campus. Should an unregistered visitor refuse to accompany a staff member to the office, the staff member will immediately notify the principal. Violators and trespassers will be handled in accordance with NSS-09.

G. Failure to Return Identification Card
Prior to the close of the workday, the assigned personnel in the Main Office shall account for all identification cards. Individuals who left the campus with the cards will be contacted immediately for their return.

III. EFFECTIVE DATE: ______________________
I. BACKGROUND

Tools and utensils, which could be used as weapons should be secured and inventoried and not be accessible to students without appropriate supervision.

II. PROCEDURE

A. Classroom Tools
Tools play an important role in some classroom activities and projects. New Summit School shall provide tools necessary for classroom activities. Students will not bring tools onto the campus. An inventory of the number and type of tools shall be maintained in each classroom. Tools shall be issued for that individual period or class and returned prior to the end of the class. Wherever practical, tools should be numbered with a permanent identification number or other markings. The teacher shall record the tool number and to whom it was assigned. The teacher will ensure that all tools are accounted for prior to the class being dismissed.

B. Missing or Stolen Tools
In the event the classroom teacher cannot locate a missing tool at the end of the class period, call for administration immediately. The principal/designee shall conduct a search before releasing students to the next class. Students found in possession of missing items shall be handled in accordance with the Code of Student Conduct and Discipline.

C. Maintenance Tools and Equipment
Tools and equipment used by maintenance personnel shall be secured in a locked closet or area, which prevents student access. Students shall not be allowed to use tools and
NSS-13

equipment unless that use is directly related to a class activity or school project and that
the use of the tool or equipment is under the direct supervision of a faculty member. New
Summit School has an inventory of tools and equipment that is reviewed on a regular
basis to prevent loss or theft. Missing items are reported to the principal/designee at the
time the item is missing.

III. EFFECTIVE DATE: ______________________
I. BACKGROUND

Individuals who disrupt the campus or pose a threat to the safe orderly environment of the school must be legally restricted from entering onto school property.

II. PROCEDURE

A. Individuals Who Have Legitimate Business on Campus

Notice to visitors of the requirement to check in is clearly posted at the main entrance to the campus, on the Administration building, and throughout campus where practical. All individuals must register as visitors in accordance with NSS-07. Should a visitor become unruly to the point that they significantly disrupt the campus and/or pose a safety or security threat; the principal shall direct that individual to leave the campus. Should the individual not comply, the principal should, in the presence of a law enforcement officer, give a verbal warning that their continued presence will constitute trespassing. Should the principal feel that the individual’s return would pose safety or security concerns, the appropriate law enforcement officer, should be notified.

Failure for an individual to abide by proper trespass notice would result in their arrest. Only the principal shall have the authority to exercise trespass warnings or, in the event of the principal’s absence, his/her designee.
NSS-14

B. Individuals with No Legitimate Business on Campus

Any individual who is not a student or a parent, guardian, or person who has legal custody of a student enrolled at New Summit School who enters or remains upon the campus, without legitimate business, is committing the offense of trespass upon grounds or facilities of New Summit School.

*A CIR MUST FOLLOW*


III. EFFECTIVE DATE: _____________________
I. BACKGROUND

In the event of a large-scale disaster of emergency, plans must be in place for re-opening school in alternative location. Similarly, plans must be available to staff the school in the event teachers and staff are unable or unwilling to report to work.

II. PROCEDURE

A. Facility Closure

In the event the school is damaged to the extent that no portion of the physical structure is safe for immediate return, the Principal or the Executive Director shall determine which of the following will be pursued.

1. Conditions are such that the safety and physical needs of the students can be met while remaining on a portion of the campus. Students will be housed in unaffected building while parents are contacted for early release. New Summit School staff will obtain written or verbal permission from the parents/guardian for those students who have private transportation. Students whose parent/guardians have not been contacted will remain on campus until regular release time.

2. The safety and physical needs of the students cannot be met on campus due to weather, lack of sanitation, water, or a continued threat to the campus. The principal will then evacuate the students and faculty to the baseball field parking lot. New Summit School has an agreement with the City of Jackson to provide temporary shelter in the unlikely event a complete evacuation becomes necessary. Teachers will ensure that students remain together in the class at the time of evacuation.
NSS-15

3. Class will implement early release procedures with the assistance of the security team and other faculty members. Should conditions permit, students who have their own transportation at the school will be returned to the parking area once the parents/guardians have given their approval. Students not receiving release approval will remain at the Baseball fields under teacher supervision until transported home at the end of the regular school day.

4. In concert with the Executive Director, it has been determined that New Summit School not be usable, school will be convened at an alternative site. Transportation has been notified of this alternative site(s)

5. Administrative personnel are subject to call and required to respond to emergency situations, or to report to work as directed by the Principal, Executive Director and other specified individuals shall provide their immediate supervisor contact numbers when out of the district for protracted periods of time. Any New Summit employee who is scheduled to work may be assigned to an alternative work site because of school/facility closure, or as deemed necessary by supervisory personnel.

*A CIR MUST FOLLOW

III. EFFECTIVE DATE: _________________________
EMERGENCY COMMUNICATIONS
Ref. NSS-16

I. BACKGROUND
Emergency numbers must be readily available to identified staff. In emergency situations when conventional means of communication may be disrupted, an alternative means of communication must be available.

II. PROCEDURE

A. Identified Staff
New Summit School has designated the Principal as the Communication Coordinator. One of the Communication Coordinator’s responsibilities is to ensure that the school is equipped with a means of communications with emergency personnel and with the Executive Director. The Principal, (Communication Coordinator) should keep a list of emergency numbers and key individuals. The list is also posted in the main office.

B. Equipment
The Principal and her backup are responsible for maintaining cellular telephones to be used when hard-line communication becomes unavailable. These phones will be on their person, or immediately available, at all times during their workday.

In the event that the emergency is such that the use of cellular phones or radios are not recommended, i.e. bomb threat, and the hard-line communication system is not operable, the communication coordinator will leave the campus to make any necessary notifications. Updated reports to the Executive Director will be made at 30-minute intervals, unless otherwise determined by the principal. Periodic tests of the
NSS-16
communication equipment will be made and documentation of such tests maintained by
the principal.

III. EFFECTIVE DATE: ______________________
HAZARDOUS MATERIALS/TOXIC SPILLS
Ref. NSS-17

I. BACKGROUND

Although unlikely, hazardous material spills, pose the most difficult and challenging emergency situations to our school. Although our response must be determined by the circumstances unique to the particular event, certain emergency procedures will remain constant. Safety procedures shall be followed in accordance with the “North American Emergency Response Guide Book” (http://www.cfdonline.org/gydebook.htm).

II. PROCEDURE

A. Truck or Tanker Accident
When a school employee observes a situation, which may jeopardize the safety of the school, he/she is to immediately contact the principal. The principal or member of the school’s security team will attempt to identify the material. The principal/designee will contact the police and fire units by dialing 911. Note the proximity of the accident to your school along with wind direction. Immediately contact the Executive Director. All students shall be directed from outside areas to enter safe buildings immediately.

B. Chemical/Toxic Spills On/Near Campus
Notification shall immediately be made to the principal. Members of the security team shall be deployed to the site to ensure that students and staff remain away from the area.
NSS-17
Emergency personnel shall be contacted as indicated above. Students away from the affected areas will be directed to enter safe buildings/areas.

C. Secure Buildings
All staff and faculty will remain indoors unless otherwise directed by members of the security team or emergency personnel. Close all doors and windows. Unless receiving such direction, no one will leave the buildings. Instructional staff will continue with educational activities or otherwise engage students to maintain a controlled environment. Only trained rescue personnel shall attempt to assist in clean up and rescue.
DO NOT LOCK DOORS!

D. Staff
Staff will shut down air conditioning and ventilation systems immediately until it is declared safe to put them back on line. Emergency personnel will make a decision regarding evacuation. Teachers in portable classrooms or external buildings could be evacuated to a more suitable, safe building if time permits. If not, teachers in portable or external buildings should be trained on how to turn off the HVAC system in their portable classroom.

E. All Clear
In the case of a drill, the principal shall give the “All Clear” to return to normal activities once the drill has been completed.

*A CIR MUST FOLLOW

III. EFFECTIVE DATE: _____________________
HAZARDOUS MATERIALS/SUSPICIOUS PACKAGES
Ref. NSS - 18 (addendum)

I. BACKGROUND

Although unlikely, the threat of hazardous materials and biological and chemicals being delivered to our school poses a most difficult challenge. Although our response must be determined by the circumstances unique to the particular event, certain emergency procedures must remain consistent.

II. PROCEDURE

A. Suspicious Package
Some indicators for determining suspicious packages and letters include, but are not limited to, the following:

- Foreign mail, air mail, and special delivery, especially when the recipient is not expecting such mail
- Hand written or poorly typed addresses
- Lack of a return address or fictitious return address
- Misspelling of title (i.e. General, etc.) or, title only, or, wrong title with name
- Misspellings of common words
- Distorted handwriting or “cut & paste” lettering
- Cancellation or postmark and return address indicating different locations
- Excessive postage
- Restrictive labeling such as “Personal, Private”
- Markings such as “Fragile-Handle With Care” or “Rush-Do Not Delay” or “Deliver by Date/Time”
- Visual Distractions, such as money or pornography
- Unusual size or shape (uneven, lopsided)
- Tube-type packages heavier at one end
- Unprofessional or sloppy wrapping
NSS-18

★ Excessive security material such as masking tape or string
★ Protruding wires, aluminum foil, oily stains or discoloration
★ Unfamiliar couriers delivering official looking packages to specific individuals
★ Peculiar odor
★ Parcel unusually heavy for size
★ Buzzing or ticking noise or sloshing sound
★ Rigid or soft spots
★ Pressure or resistance noted while removing contents of envelope or parcel
★ Leaking fluids or powdery substances coming from package.

Upon locating a suspicious package, contact the principal or other individual responsible for this security function. Do not touch the package. While isolating the suspicious object from students and staff, the principal or designee will attempt to obtain additional information related to the suspicious object in order to make a reasonable assessment of risk. The principal/designee will also isolate those individuals who have had contact with the package until the assessment of risk is completed.

If the principal's/designee's assessment determines that the object is routine in nature, the object will be further inspected and if consistent with the assessment, it will be appropriately routed and all staff will return to their normal routine.

If the object is deemed to present a creditable risk, the principal/designee will contact the law enforcement agency having jurisdiction. The New Summit School Security Team and the Executive Director must also be notified immediately. Law enforcement will then follow their protocol for such situations. The principal shall follow the directions of law enforcement or other governmental agency with jurisdiction in such situations, regarding the advisability of evacuation of the entire school, or portion thereof, or other precautionary measures.

B. Suspicious Substance If a suspicious substance is located on the campus; the principal or designee shall be contacted. Do not touch the substance. While isolating the suspicious subject from students and staff, the principal or designee will attempt to obtain additional information related to the suspicious subject in order to make a reasonable assessment of risk. The principal/designee will also isolate those individuals who have had contact with the suspicious substance until the assessment of risk is completed.
NSS-18
If the principal's/designee's assessment determines that the object is a common, non-toxic substance it will be properly disposed and all staff will return to their normal routine.

If the substance is deemed to present a creditable risk, the principal/designee will contact the law enforcement agency having jurisdiction. Law enforcement will then follow their protocol for such situations.

The Principal or Executive Director shall follow the directions of law enforcement or other governmental agency with jurisdiction in such situations, regarding the advisability of evacuation or other precautionary measures. When a substance is deemed to have a creditable risk, the following precautions should be implemented:

★ Be careful not to breathe or touch the substance.
★ Leave the letter, package or substance where it is, exit the room and close the door to the room.
★ Wash your hands with soap, water and a small amount of bleach.
★ If the substance was inhaled, blow nose and save the tissue in a plastic bag.
★ If the substance gets on clothing, change clothes and bag the used clothing in a plastic bag.

C. Events Near the Campus
Should a suspicious substance, package or other potential hazard be found in a nearby facility, building or event, the principal/designee will contact the law enforcement agency having jurisdiction and inquire as to the need to follow any emergency procedures.

D. Reporting
All incidents of suspicious packages and/or substances shall be reported to the Executive Director and to the school district security office.

*A CIR MUST FOLLOW

III. EFFECTIVE DATE: _________________________
SCHOOL SECURITY TEAM
(Critical Incident Command)
Ref. NSS-19

I. BACKGROUND

The school security team plays a critical role in preparing for emergency situations, coordinating activities during an emergency, and conducting assessment and follow-up procedures after an emergency. Schools cannot have effective emergency management plans without a well-trained and organized school security team ready for quick and decisive action.

II. PROCEDURE

A. Make Up
The security team for New Summit School shall consist of the Principal, Headmaster, Security Coordinator, and the Executive Director will serve as the security team leader. Alternative personnel will also be identified to perform the roles and responsibilities of each team member in the event that regular members are not on campus (at least 1 deep at each team position). In the event of an emergency situation/event that involves law enforcement response, the arriving law enforcement officer, shall be the Incident Commander. All faculty members shall take direction from team members regarding issues of safety and security.

B. Training and Identification
Each security team member, and their alternate, shall receive a copy of the New Summit School SECURITY PROCEDURES MANUAL. As a team, each policy and procedure will be discussed. The specific role for each individual member of the team will be assigned by the principal and discussed in detail by team members. Security team members will record their specific role and assignment on their copy of the policy/procedure, or on another insert, which shall directly follow the procedure. The
security team will meet at least four times per year to review procedures and to update assignments as necessary.

C. Roles and Responsibilities
Assignments shall be made for each emergency procedure and shall consider:

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D. Command Center
The conference room will serve as the school’s command center. In the event that this building is rendered not use-able, the Mississippi Community Education Center will be used as the command center. In the event of evacuation, or if an on-campus Command Center is not advisable, the command center will be determined off-site.

E. Communications
Communication is the most critical resource in emergencies. The Principal at New Summit School is appointed as communication coordinator with another designee assigned as back up. The facilities manager is responsible for ensuring that the portable/cellular phones and hand radios are distributed and that the emergency phone bank is placed into operation, when appropriate. The Executive Director shall serve as the media contact for the school, Principal as back up, and Mr. Mark Williams, Security Coordinator for New Summit School. All media releases will be coordinated with the law enforcement /fire/other agency responding to the emergency through the Executive Director.

F. Parental Contacts
In the event of an emergency, parents and guardians require information regarding the safety of their children. The Principal will be assigned to meet with any parents that respond to the school related to a safety/security emergency. The principal and the Executive Director will generate information provided to the parents/guardians.

In the event of an evacuation, the parent information/meeting area will be established at New Summit’s contingency evacuation site.

EFFECTIVE DATE: ______________________
I. BACKGROUND

Emergency situations bring individuals onto the campus who are not familiar New Summit School. Maps and diagrams must be readily available to emergency personnel.

II. PROCEDURE

A. Location
A copy of the campus map and building diagrams for New Summit School are attached to this procedure and are available from members of the school security team. These maps clearly show the campus buildings, entrance and egress, fenced areas, out buildings, electrical and mechanical areas and the school’s position to access streets and intersections. Security procedures manuals located in each of the administrative areas contain a complete set of maps and diagrams.

EFFECTIVE DATE: _____________________
I. BACKGROUND

Emergency situations require a designated individual to deal with the media. The media can also be used to assist with parental and student notifications.

II. PROCEDURE

A. Designation
The Executive Director shall serve as the media contact for New Summit School. The principal will take specific direction only from the Executive Director when it comes to conversation with the media. The principal will have a designee in the event he/she is off campus.

B. Role and Responsibilities
New Summit School staff shall direct all media inquiries to the media contact, Executive Director. The principal shall receive updated information regarding the status of the emergency situation from members of the security team. The principal shall coordinate with the Executive Director first regarding the release of information to the media. In any situations involving the response of emergency agencies, all press releases/media contacts shall be coordinated with the emergency agency through the Executive Director.

*A CIR MUST FOLLOW

EFFECTIVE DATE: _________________
I. BACKGROUND:

Serious threats exist related to hurricanes, tornadoes, and major storm. Clear and detailed plans must exist for New Summit School.

II. PROCEDURE:

A. First Report
In case of severe weather, the individual assigned to monitor the NOAA weather radio and security radio should notify the principal or member of the school security team when the report is received. It is the responsibility of the principal or designated school security team member to monitor the weather for watches or warnings and activate severe weather plans as needed.

B. Evacuation
When severe weather warnings require evacuation to safe areas, security team members will report to their assigned evacuation stations. Teachers will follow the evacuation routes and assignments located in their classrooms. Evacuation should begin as follows:

1. Occupants of each building shall assemble in the hallways away from all windows on the lowest floor. (Duck and Cover position)

2. Occupants of the portables shall assemble in the hallway of Buildings that are away from all windows on the lowest floor. (Duck and Cover position)

3. Occupants of the playing fields shall assemble in the hallway of Buildings that are away from all windows on the lowest floor. (Duck and Cover position)

C. Teacher’s Responsibilities
Teachers will ensure that students are safely evacuated. In leaving, doors are to be closed, but not locked. Teachers will take roll in the evacuation area and notify the
NSS-22
principal or a member of the security team, if any student is missing. Teachers on
planning periods shall report to the principal or to a member of the security team for
assignment. Students will remain in their class grouping unless otherwise directed by a
member of the security team. Teachers will remain responsible for their class until
relieved by a member of the security team. Have students assume the tornado protection
position, if needed.

D. All Clear
In the case of a tornado, the principal shall give the “All Clear” to return to the buildings
once the warning has been lifted.

E. Actual Tornado
In the event of an actual tornado, the Law Enforcement and the Fire Department shall
serve as the lead agencies regarding campus safety and security. Emergency agencies are
provided with a map of the campus and the school’s security team shall serve as a school
resource.

F. Assessment of Damage
The principal will confer with the emergency agencies and determine to what extent the
campus requires closure and which buildings may be re-occupied. The principal, in
concert with the Executive Director will make a determination to continue or to cancel
the remaining school day(s). If the decision is to cancel the remaining school day, students will be housed in unaffected buildings while parents are contacted for early
release. New Summit School staff will obtain written or verbal permission for those
students who have private transportation. Students whose parents/guardians have not
been contacted will remain on campus until regular release time.

G. School Closure
In the event the school is damaged to the extent that no portion of the physical structure is
safe for immediate return, the principal and Executive Director shall determine which of
the following options will be pursued:

1. Conditions are such that the safety and physical needs of the students can be
   met while remaining on a portion of the campus. Early release will be
   conducted as outlined above in Section “F”.
2. The safety and physical needs of the students cannot be met on campus due to
damages, weather, and lack of sanitation, water, or a continued threat to the
campus. The principal will then evacuate the students and faculty to the
Baseball fields or designated shelter. New Summit School has a written
agreement with the city of Jackson to provide temporary shelter in the
unlikely event a complete evacuation becomes necessary. Teachers will
ensure that students remain together in the class at the time of evacuation.
Class will implement early release procedures, with the assistance of the
security team and other faculty members. Should conditions permit, students
who have their own transportation at the school will be returned to the parking
area once the parents/guardians have given their approval. Students not receiving release approval will remain at the Baseball fields/shelter areas under teacher supervision until transported home at the end of the regular school day. The Executive Director and/or Principal, shall determine if and where classes will convene the following day(s).

*A CIR MUST FOLLOW*

EFFECTIVE DATE: __________________
Alarm Signals:

Fire: Buzzer- steady sound- followed by a message
Severe Weather- severe weather siren recording- followed by message

Tornado Drill: (All students will be seated)

Building #5: Adams and Saffle will exit students to inside hallways adjacent to each classroom. It is extremely important to stay away from windows and glass areas.

Building #4: Culpepper and Rowe will exit students to inside hallways adjacent to each classroom. It is extremely important to stay away from windows and glass areas.

Science Building #2: Neely will exit students into the main corridor in the Administration Building. (adjacent to Counselors office)

High School & New Building #1:

Perkins: Line students along the west wall of the west inner corridor
Peyton: Line students along the east wall of the inner corridor next to Mrs. Perkins
McLemore: Exit students into the locker area and have them face the lockers
Woods: Exit students into the locker area and face the back wall
Speedling: Line students along the east wall of the inner corridor next to your room
Thomas: Line students along the inner wall of the classroom
Golden & Dorman: Exit students to the west wall of the inner corridor next to Ms. Rogers
Baker: Line students along the inner wall of the classroom
Dyer: Line students along the inner wall of the classroom
Rogers: Line students along the east wall of the inner corridor next to your room
RELEASE OF STUDENTS TO PARENTS/GUARDIANS
Ref. NSS-24

I. BACKGROUND

Once in school, students are the responsibility of the Principal. Early release must be governed by a strict sign-out procedure that ensures the students safety.

II. PROCEDURE

A. Parent/Guardian Responsibilities
Any parent or guardian requesting to have their child released prior to the close of the school day must report to the main administration building for that purpose. Parents/guardians must sign out their child and list the reason for the early release. Parents/guardians will be required to show a driver’s license or other form of picture I.D. as identification if not personally known to the staff member.

B. Requests not made in person
Should a parent/guardian request that a Middle or High School student be allowed to leave campus for a specific purpose, e.g. doctor’s appointment, the request must be submitted in writing and signed by the parent/guardian.

C. School’s Responsibilities
When a parent or guardian requests an early release for their child, the faculty/staff member shall ask to see the parent’s/guardian’s driver’s license if the person is not known to the school. Should they not have a driver’s license, but can produce other identification, the Principal will be contacted and asked to approve the release. No
NSS-24

student shall be released to an individual who cannot produce a photo I. D., if not personally known to the Principal or faculty member(s). School personnel should verify the written request with the parent/guardian via telephone.

Prior to releasing the student to the parent/guardian, the staff member should check the Guardianship form to ensure that nothing would prohibit the parent/guardian from receiving the student. Generally, only a Court Order would prohibit a biological parent from having access to their child. This would be specifically mentioned in the Divorce Decree, or in a subsequent Court Order. If ever in doubt, immediately contact the Executive Director, Principal, and/or the Admissions/Guidance Counselor.

D. Location of Release
Students may only be released from the designated area. Staff will ask the parent to wait while the student is escorted or sent to the office (depending on the student’s age and maturity). When the student enters the office the staff member shall observe the interaction between the student and parent/guardian to ensure that the student feels comfortable with this individual. Indications to the contrary may cause the school staff to further question the individual’s identity and or legal status regarding access to the child. Telephone calls to the custodial parents are often appropriate in cases of joint or disputed custody. When in doubt, contact the principal.

E. Suspensions
Students receiving out-of-school suspensions shall be released in the manner described above. Middle and High School students may be released to individuals listed on the Guardianship Form or another adult authorized by the parent. If no such individual can be located, the student should remain at school until release time. The student then may leave by his/her normal means of transportation. Should a Middle or High School student who is being suspended, and not being released to an authorized adult, leave the campus prior to normal release time, the school will immediately notify the parent/guardian.

F. Unanticipated Events
There will be on occasion good cause to release a Middle or High School student based upon a verbal request from a parent/guardian. When a principal determines that it is appropriate to release a student, he/she will verify, to the best of his/her ability, that the caller is in fact the parent/guardian. A notation of parent/guardian name, date, time, and phone number will be recorded and maintained.
POLICE/C&F INTERVIEWS WITH STUDENTS
Ref. NSS-25

I. BACKGROUND

New Summit School must comply with Mississippi law regarding Police and Department of Children and Family interviews, while at the same time, protecting students and parent rights.

II. PROCEDURE

A. Law Enforcement
Law enforcement agencies have the right to remove a student from the campus for the purpose of arrest or interrogation. Upon presenting appropriate identification, students will be turned over to law enforcement to be transported to a law enforcement facility or detention facility for this purpose.

Middle and High Schools

In the event that the law enforcement officer wants to interview the student on campus, in connection to an off-campus offense, the principal or designee will ask the student if he/she wants to be interviewed by the law enforcement officer. If the student replies in the negative, the student will not be made available to the officer. However, if the student agrees to be interviewed, the student will be made available to the officer. A school representative may sit in on the interview, if agreed to by both the officer and the student. After the interview has concluded the principal or designee will contact the parent/guardian and inform him/her that their child agreed to speak with law enforcement
after being given the opportunity to decline. If the student is being taken off campus, have the officer sign out the student, as would any parent/guardian.

C. Employees of the Department of Children & Families
Investigations, unless reported by school board employees, do not routinely take place at the child’s school. However, there will be times when a C&F investigator/counselor will want to interview a child at the school. Most often, this will occur when the C&F worker believes that the parent/guardian will influence the child’s statements or the parent/guardian has restricted access to the child. Under Mississippi Statutes, the Department of Children and Families does have the right to interview and/or take a child into custody without the parent’s permission. When receiving such a request the administrator shall verify that the individual making the request is indeed an employee of the Department of Children and Family. All C&F employees will have a state issued identification card. The administrator should inform the C&F employee that the school prefers that they contact the parent prior to interviewing the child. However, it is the C&F counselor’s decision as they have access to confidential information that the school may not have. The administrator will then provide the counselor with a confidential space to conduct the interview. If invited by the C&F counselor, a school representative may sit in on the interview. However, we cannot deny the C&F employee access to the child. If the child is being taken into custody, have the C&F worker, sign the child out as you would any parent or guardian. It is the Department of Children and Family’s responsibility to notify the parent/guardian regarding the students’ removal. The administrator will ask the representative to do so as soon as possible, prior to the close of the school day.

EFFECTIVE DATE: ______________________
PARENTAL NOTIFICATIONS/STUDENT SAFETY  
Ref. NSS-26

I. BACKGROUND

Schools have an obligation to notify parents/guardians of issues that may affect the students’ safety and well-being. Failure to do so may result in harm to the student and a legal responsibility for New Summit School.

II. PROCEDURE

A. Student Statements or Actions
Statements or threats regarding suicide, gang activity, and fear of harm outside the school must be reported to the parent/guardian in addition to the appropriate law enforcement agency. Upon hearing a student make statements or threats, or learning of issues that may affect the student’s safety, the faculty member shall report this information to the principal or principal’s designee. Documentation is required as well as notification to parents/guardians and possibly law enforcement where applicable. If the issues are related to the students’ safety involve other students, or adults on campus, the principal will conduct an investigation and take appropriate measures to provide adequate safeguards for the student.

If the issues are criminal in nature, law enforcement shall be contacted. If the issues of concern occurred off campus, the principal/designee will obtain as much additional information as possible and convey it to the parents/guardians. When this is done verbally, the date and time and nature of the notifications shall be recorded and retained by the principal. Written notice to the parent/guardian shall also be provided with a copy retained by the principal.

EFFECTIVE DATE: ________________________
I. BACKGROUND

The school’s faculty is responsible for student supervision. Recent Court decisions hold teachers and administrators responsible and liable for failure to properly supervise students.

II. PROCEDURE

A. Definition
Adequate supervision means both close physical proximity and the ability to direct eye contact at all times.

B. Classrooms
Teachers shall not leave their class unattended. In an emergency, notify administration immediately for coverage needed. Teachers shall not allow unauthorized students in their class unattended before school, after school, at lunch, or between classes. Teachers shall not use an area outside of the classroom or other instructional area without adequate supervision. Students shall not be released prior to the bell.

C. Supervision in Other Areas
Whenever possible, teachers should be in the hall outside their room during class change to promote order and safety. Teachers shall not send a student to another area of the building or campus without a proper hall pass.

EFFECTIVE DATE: ____________________
STUDENT INJURIES
Ref. NSS-28

I. BACKGROUND

School personnel can treat minor injuries. Emergency medical personnel are to be summoned where there is any indication of serious injury. Parents/guardians are notified whenever there is any degree of injury.

II. PROCEDURE

A. Minor Accidents
Any time a student receives a minor injury, the teacher on duty shall call for an administrator. Personnel will normally notify parents/guardians in the case of minor injuries related to accidents. Injuries related to violations of the New Summit School Student Handbook will be reported to the parents/guardians by the principal or designee.

B. First Aid
Where there is some degree of injury, but not requiring emergency medical treatment, the staff member will request assistance from a qualified first aid person located in their building.

The teacher or first aid giver will notify the principal as soon as possible of the injury. The principal or designee will immediately contact the parents/guardians regarding the injury. Based upon a determination made by the principal and or parent, the injured student may be transported to the hospital. Depending on the degree of injury and the desire of the parent/guardian, one of the following procedures may be used to transport the student to the hospital or other medical facility:
NSS-28

★  The parent/guardian may come to the school and transport the student.

★  The student may be transported by ambulance and the parent/guardian would be asked to meet the ambulance at the hospital.

C. Serious Injuries
Any time it is determined that a student is in need of emergency medical services, the individual in charge of the injured student, or first upon the scene, will contact 911. The principal or designee will immediately contact the parent or guardian and ask them to respond to the hospital. The principal may assign a staff member to accompany the student depending upon the degree of injury and contact with the parents/guardians. If several students are injured, the principal will notify the emergency room of the number and nature of the injuries. Notify the Executive Director immediately and the school district security department.

D. Teacher/Staff Response for Serious Injuries
Do not try to move the student. Render first aid as appropriate. Do not leave the student to seek assistance. Communicate with administration for assistance immediately.

E. Teacher/Staff Response for Life Threatening Injuries
Call 911; communicate with administration for assistance. Do not leave the student. Do not attempt to move the student. Render first aid as appropriate. Direct other students away from the immediate vicinity.

F. Reporting a Medical Emergency
Call 911. State that you have a medical emergency. Answer the questions posed to you. Be sure you describe the injury, the physical location of the injured student, the name of the student, and give your name. Describe the best way to get to the injured student. Tell them someone will meet and direct them to the emergency site.

*A CIR MUST FOLLOW FOR 911 CALLS

EFFECTIVE DATE: _____________________
SECURITY PROCEDURES MANUAL

PHYSICAL INTERVENTIONS
Ref. NSS-29

I. BACKGROUND

Faculty and staff should avoid physical contact with students whenever possible. Only in wholly justifiable instances may physical intervention/force be used on this campus.

II. PROCEDURE

A. Physical Interventions

Physical interventions are permitted only to the degree necessary to prevent personal injury or damage to school property.

B. Fights

The most common physical intervention on the part of our staff occurs in breaking up fights or altercations. The following steps shall be followed in breaking up fights:

- Walk briskly to fights. Do not run.
- Ask for assistance from an administrator.
- Advise spectators to disperse immediately.
- Yell out to the combatants by their names, identify yourself, and order them to stop. Use “Ladies or Gentlemen,” if the students names are not known to you.
- When intervening, approach student from the side. Do not step between the combatants. Try to restrain the aggressor.
NSS-29

C. Medical Attention

Medical attention for the combatants or other injured parties shall be provided in accordance with the school policy NSS-21

D. Reporting

Anytime a staff member uses physical intervention; a report shall be submitted to the principal. All reports shall be submitted prior to the close of the school day.

*A CIR MUST FOLLOW*

EFFECTIVE DATE: ________________
STUDENT SEARCHES
Ref. NSS-30

I. BACKGROUND

Searches, appropriately authorized and conducted, are an important part of the safety and security procedures for New Summit School. Caution must be exercised to maintain both students rights and a safe and orderly campus.

II. PROCEDURE

A. Posted Notice
The main administration building shall serve as New Summit School’s central admittance point for all visitors. Notice to students and visitors that they may be subject to search, is clearly communicated in the New Summit School Student Handbook.

B. Student Searches
Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of New Summit school policy and the school district's Code of Student Conduct and Discipline. Where reasonable suspicion exists, a student shall be asked to empty his/her pockets, checked electronically by metal detector, patted down appropriately, and also asked to turn over any and all items that are deemed inappropriate or illegal.

The administrator may ask a security team member to be present when conducting the search. Whenever possible, the administrator will always have a witness to observe the search. Examples of appropriate searches would be asking the student to empty his/her pockets, inspection of book bags, jackets, or other containers. Full or partial "strip searches" are prohibited. An administrator will never ask a student to remove an article of clothing other than a hat, coat, jacket, shoe, or similar “non-invasive” search articles. Failure of a student to submit to an administrator's request to an appropriate search,
NSS-30

which is based upon reasonable suspicion, constitutes insubordination. Failure of the student to comply may also escalate the level of suspicion to probable cause, which may allow the law enforcement officer to conduct a search. The school is not required to obtain permission from the student's parent/guardian prior to conducting a search.

C. Weapon Searches

When there is reasonable suspicion to believe that a student is in possession of a weapon or appropriate law enforcement agency, will be contacted. If the weapon is believed to be a firearm, the administrator should not attempt to search a student believed to be in possession of a firearm without law enforcement involvement. Law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

D. Metal Detectors and Dogs

Nothing shall prohibit the use of metal detectors or specially trained dogs in conducting a search.

E. Visual Inspections of Student Vehicles where Applicable

Routine visual inspections of student vehicles should be conducted on a frequent, but random basis. A more in-depth vehicle search can and should be conducted where the school administrator has reasonable suspicion that the vehicle contains contraband items.

• **A CIR MUST FOLLOW FOR SERIOUS CONTRABAND**

EFFECTIVE DATE: ________________
STAFF VEHICLES
Ref. NSS-31

I.  BACKGROUND

Motor vehicles on school grounds represent a potential danger and threat to the security of the campus.

II.  PROCEDURE

A.  Staff Vehicles

Staff vehicles are to be locked at all times while on the campus of New Summit School. A locked vehicle serves as a deterrent to theft and burglary. Faculty and staff may not bring any type of weapon or contraband onto the campus. Weapon possession is prohibited even if the weapon is in a locked vehicle. Possession of a concealed weapons permit does not remove this prohibition. Violators are subject to disciplinary action.

•  CIR IF VIOLATIONS OCCUR

EFFECTIVE DATE: ____________________
I. BACKGROUND

The Occupational Safety and Health Administration (OSHA) formulated a standard under section 6(b) of the Occupational Safety and Health Act of 1970, 29 U.S.C. 655, to eliminate or minimize occupational exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other blood borne pathogens.

II. PURPOSE

The Occupational Safety and Health Administration’s major goal is to regulate facilities where work is carried out and promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees who may be occupationally exposed to blood and/or other potentially infectious materials.

III. PROCEDURE

NLRSD is required to establish an EXPOSURE CONTROL PLAN, which is designed to eliminate or minimize employee exposure. According to the plan, employees are identified according to their job duties; receive training initially upon employment and annually thereafter.
Those employees are instructed in proper work practices, engineering controls, personal protective equipment, exposure incidents, infection control measures, and receive training regarding the benefits and risks of receiving the hepatitis B vaccine.

For further detailed information, please refer to the “OSHA Blood borne Pathogens Compliance Kit” notebook for school administrators and other identified personnel.

EFFECTIVE DATE: _____________________
Administration of Medications
Ref. NSS-33

I. BACKGROUND

Appropriately trained school personnel shall be authorized to assist students in the administration of prescription medication or to administer prescription medication to students while on school property or off campus on official school business when failure to take such medication during the school day could jeopardize the student’s health.

II. PROCEDURE

In the absence of the school health staff, only the principal or designee shall administer prescription medication to the student or assist the student in the administration of such medication. Only pursuant to authorization by the student’s parent or guardian shall administration of prescription medication by school personnel occur. Prescription medication shall not be allowed on school property or off campus at school sponsored activities unless the provisions of this policy and the guidelines established by the school have been followed.

A. Receipt and Inventory
The student’s parent or guardian, and physician, prior to administration of the medication, must complete a District form “Authorization to Administer Prescription Medication”.

Prescription medication will only be received in the original bottle/container and must be clearly marked with the name of the student, the name of the medication, directions concerning dosage, practitioner's name and title and pharmacy's name, address, phone number. Medication will only be received from the parent/guardian or other authorized adult designee. An adult designee must have written authorization from the child's parent or guardian. Each prescription medication to be administered by school personnel shall be delivered to and/or retrieved from the designated school staff member by the student's parent guardian, or other adult designee. Documentation of a "Medication Log" must be completed each time medication is dropped off at school for any student. The person dropping off medication must sign the form, count the medication, and document the
NSS-33

count on the form. The person responsible for receiving the medication for the school
must also sign the form, recount the medication and document it on the form, prior to the
adult leaving school. Only the Principal/designee are authorized to receive medications.
Where it is appropriate for the student's age, the parents/guardians will be given written
notice that it is the responsibility of the child to request his/her medications at the
appropriate times.

B. Storage of Medications
All prescription medications received at New Summit School will be inventoried as
indicated above and secured in a locked cabinet/closet with the exception of emergency
medications and self-administered medications. Only Ms. McGregor and Dr. Dorman,
have access to this secured cabinet/closet. This cabinet/closet is kept locked and only the
persons previously named have access.

C. Training
Ms. McGregor is authorized to administration of medications. No other individuals, apart
from health staff, parents or legal guardians may administer medications while the
student is attending school or a school sponsored event.

D. Administration
Medications will only be dispensed in accordance with its prescription. Students will
report to the designated area to receive their medication. A parent/guardian may allow
his/her child to self-administer prescription medication in school or away from school at
a school sponsored event. Prior to the self-administration, the parent shall have on file, a
letter authorizing their student the administering of prescription medication by authorized
school staff. The school will not be responsible for administration of such medication.
However, a student will not be allowed to administer a controlled substance. When
school health personnel or other certified individual is administering a medication, they
should first ensure that the student is who he/she states that they are. The authorized
individual will administer the medication.
The student will take/administer the medication in the presence of the staff. The staff
member will remain alert to ensure that the student does indeed take the medication. Each
individual administering medications will maintain a complete and accurate record.
Volunteers are never permitted to give students any type of medication.

A parent or guardian may allow his/her child to self-administer prescription medication in
school or away from school on official school business. Prior to medication in school or
away from school on official school business for the self-administration, the parent shall
have on file in the office of the principal, a letter of permission for their student to take
prescribed medication. The school system will not be responsible for administration of
such medication. In addition, a child will not be allowed to self-administer a controlled
substance
If prior arrangements have been made with the principal or designee, a parent or guardian
may go to the school to administer prescribed or non-prescribed (over-the-counter)
medication to the child upon completion of documentation.
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New Summit school personnel are not liable as a result of any administration of medication authorized in writing by parent or guardian.

No New Summit school employee may administer any medication, (including over-the-counter herbals, Tylenol, cough drops, vitamins, etc.) without the authorization in writing from the parent or legal guardian.

E. Evacuation of Campus
In the event of evacuation, Ms. McGregor is responsible for securing the clinic and bringing the medications in a lockable device along with the "Authorization to Administer Prescription Medications" forms and "Student Medication Record" to the evacuation site. School health staff will ensure that medications are administered as necessary. At no time shall the secured medications and documents be unattended.

EFFECTIVE DATE: _________________
I. BACKGROUND

Inspections for security and safety issues help in preventing theft, vandalism and violence and are essential in maintaining a good quality environment.

II. PROCEDURE

A. Daily Inspections.
All faculty and staff will be alert for graffiti and other obvious security issues. Items needing attention will immediately be brought to the attention of the principal or his designee for appropriate action. Any security deficiencies will be noted along with the corrective action for each deficiency.

B. Repairs Requiring District Attention
All repairs related to safety and security-requiring attention will be reported in writing to the appropriate office/personnel. A copy of the dated request will be kept on file with New Summit School. Those items/issues that cannot be immediately addressed will be brought forward in an annual budget request.

EFFECTIVE DATE: ________________________
I. BACKGROUND

Unsecured doors and windows invite unlawful entry, theft and vandalism and crimes against persons. Procedures must be in place to ensure that building and classrooms are secured after school hours. This action is intended to prevent the unannounced and unwelcome entry of individuals who may present on campus for unlawful purposes.

II. PROCEDURE

A. Access to Classrooms
Whenever leaving an unoccupied classroom, teachers will lock the classroom door to prevent student/intruder entry. At the end of the school day, teachers shall secure their work area by locking the appropriate door. Teachers will not open the door to an individual who is not recognized, or who does not have a valid purpose for entering the area. Upon leaving the work area for the day, teachers will ensure that doors and windows are secured.

B. Access to Buildings
At the end of the school day, doors will be locked and secured preventing access to all building not being used for extracurricular activities which are under adult supervision. The main administrative building will remain open and continue to serve as the single entry point for visitors for the remainder of the workday.
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C. Extra Curricular Activities
Students engaged in extracurricular activities on the campus, after normal school hours shall be under adult supervision at all times. Access to buildings and areas of the campus will be under control of the adults supervising the activity. Those individuals will be responsible for the securing the area (or having it secured) upon leaving. The individual placed in charge of the activity by the principal has the ultimate responsibility to ensure that all areas, which were under use by the activity, are secured.

D. Gates secured
The parking lot should be secured once it is vacated. The remaining gates shall be secured immediately upon extra curricular activities parking being vacated. It should be noted if individuals remain on campus, or if vehicles have been left unattended.

D. Campus Secured
Administrators have the final responsibility to ensure that the building and classrooms are secured for the night. Rooms, offices, or other areas found unlocked will be secured and reported to the principal. The principal shall take appropriate corrective action for staff failure.

EFFECTIVE DATE: ______________________
I. BACKGROUND

A key control program is critical to campus security. New Summit School will maintain clear records of who has keys and to what areas. Keys not being used will be safely secured. All keys will be collected upon termination or transfer.

II. PROCEDURE

A. Issuance
The principal of New Summit School will determine the level of key access for each employee. Keys will be issued only on an “absolute need basis.” Master Keys will only be issued at the principal’s direction.

B. Accounting
Zach New, has been assigned the responsibility of key control and will maintain an inventory of all keys. Additionally, the issuance log will accurately record the type, number of keys and date of issue for each employee.

C. Key Security
Wherever possible, keys for New Summit School are clearly marked “Do Not Duplicate.” Keys shall not be duplicated by anyone other than the principal or his designee. Faculty and staff are responsible for all keys issued to them. Students will never be given a key for any purpose. To discourage theft, keys should not be left on desks or otherwise in plain view.
Lost or stolen keys shall be immediately reported to the key master and/or the principal. A record of such losses/thefts shall be recorded in the key inventory.
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D. Termination or Transfer

Employees, who terminate or transfer from New Summit School, shall be required to turn in all keys issued by the school. The employee’s final salary check will not be released until there has been a satisfactory accounting of all facility keys.

EFFECTIVE DATE: _______________________
New Summit School  
MOCK/REAL CRISIS DRILL REPORT  
Ref. NSS-37

<table>
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<tr>
<th>SCHOOL</th>
<th>DATE/TIME</th>
<th>TYPE/NATURE OF CRISIS</th>
<th>LOCATION OF INCIDENT</th>
<th>DAY STAFF COUNT</th>
<th>ACCOUNTABLE AFTER DRILL</th>
<th>DAY STUDENT COUNT</th>
<th>ACCOUNTABLE AFTER DRILL</th>
</tr>
</thead>
</table>

**DRILL INVOLVED:**
- Evacuation
- Lockdown
- Shelter In Place
- Closure

**LAW ENFORCEMENT OR FIRE DEPARTMENT CONTACTED**

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<th>Yes</th>
<th>No</th>
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**TIME:** ______________

**SECURITY TEAM IDENTIFIED AND RESPONSIVE**

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**TIME:** ______________

**SECURITY TEAM PERFORMED IN ACCORDANCE WITH ALL EMRP/RESCARE PROCEDURES:**

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**TEACHERS AND STAFF PERFORMED IN ACCORDANCE WITH EMRP/RESCARE PROCEDURES:**

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<th>Yes</th>
<th>No</th>
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**ANY CORRECTIONS NEED, IF YES WHAT?** ________________________________________________________________________

**SCC/SCM Call Time:** ______________

**MOO Call Time:** ______________

**CSM SIGNATURE:** ______________________________

**PL/PRINCIPAL SIGNATURE:** ____________________________

This form does not take the place of the Emergency Management Response Plan or other county procedures. A copy of this report must be sent to the SCC and MOO within 24 hours.
Acknowledgement of School Crisis Policy
Ref. NSS-38

I, _________________________________, have reviewed the school’s crisis policy. I understand this policy and what my role is if a crisis should occur.

_____________________________________  __________________
Employee Signature      Date

_____________________________________  __________________
Supervisor Signature      Date