

*Quincy Public Schools
Program Improvement Plan*

Safety & Security



Michael Draicchio
Director, Safety & Security
2016 - 2017

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Quincy Public Schools Mission Statement

Our mission is to provide a safe and nurturing learning environment for children to achieve their individual maximum potential.

Our desire is to develop students who persevere in their studies, take responsibility for their choices, and are honest in their character.

We seek to equip the students with the necessary skills to thrive as productive workers and committed citizens, and to meet the challenge of change in a global community.

We strive to help children discover and explore their gifts and talents, and to value and respect each other's uniqueness.

In order to accomplish our mission, staff, parents and students must work in a collaboration of effort and trust with open communication.

Our success will be measured by our students who exemplify a lifelong love of learning.

Security Department Mission Statement

The Quincy Public Schools Safety and Security Department's role is to ensure a safe, secure and friendly educational environment for all students, faculty, and staff of the Quincy Public Schools.

We provide a highly visible, professional, competent, and courteous service; distribute information and assistance to the school community by sustaining the integrity of Quincy Public Schools rules and regulations through necessary and appropriate enforcement actions.

This allows our security department to establish and maintain communication and coordination with local, state, and federal agencies with respect to safety & security planning and response.

Director's Message

It is a privilege to be the Director of Safety, Security and Transportation in the Quincy Public Schools. The outstanding Security staff, administration and secretarial staff are diligent in providing a culture of safety, security and quality service to all the students and families of Quincy.

The Security Department does not meet with success in isolation. School administrators, teachers, and clerical staff play a vital role in upholding the culture of Safety and Security.

Additionally, the Quincy Police Department staff: Including the Chief of Police Paul Keenan, our School Resource Officers, our DARE Officers and our Traffic Supervisors are always assisting the staff and students of the school system.

We are grateful for our Security Round Table team members. We continue to depend on them to provide an invaluable service to our students, staff and administrators of the Quincy Public Schools.

As our Quincy Public Schools Mission States: "In order to accomplish our mission, staff, parents, and students must work in a collaboration of effort and trust with open communication."

It is with that collaboration, communication, and trust that we will work towards success and Safety for all in the 2016-2017 school year.

Sincerely,
Michael T. Draicchio

Program Description

1. Program Description

Roles and Responsibilities of the Safety & Security Team

We are very proud of the professionalism of our administrative and security staff, as well as our security and safety team members.

Director:

- The Director supervises the Administrative Assistant, office secretary and security staffs at both high schools by creating and maintaining a positive, civil atmosphere and a safety-conscious culture in the security department. The Quincy Public Schools Safety and Security Department's role is to ensure a safe, secure and friendly educational environment for all students, faculty, and staff of the Quincy Public Schools. We provide a highly visible, professional, competent, and courteous service; distribute information and assistance to the school community by sustaining the integrity of Quincy Public Schools Mission, rules and regulations through necessary and appropriate enforcement actions.
- The Director is the Chairperson of the Safety and Security Team. The team uses available school community resources. We are continually alert for updated information regarding laws and regulations. This allows our security department to establish and maintain communication and coordination with local, state, and federal agencies with respect to safety & security planning and response.
- In order to accomplish the above, each month our Safety and Security Round Table team meets to discuss issues that may impact our students and staff. Related professional development is also conducted each month.
- The following agencies will attend our monthly meetings during the 2016/2017 school year: Quincy Public Schools Administrators, Principals, Assistant Principals, Deans, Attendance Officers and Security Staff; Quincy Police School Resource Officers; Juvenile Detectives; Community Police Officers; Quincy Fire Department; Brewster Ambulance Services; Norfolk County District Attorney's Office, Norfolk County Sheriff's Office, the Transit Police; Quincy Probation; Quincy District Court; Department of Children and Family Services; and the Department of Youth Services.

- The Director of Safety and Security will publish, *Safety First*, a Quincy Public Schools newsletter that will be issued three times this year. The newsletter will highlight topics such as the Safety and Security Round Table team meetings, promote professional development opportunities for staff, and offer insight from our School Resource Officers and safety team partners.
- The safety and security of our students, staff and facilities continue to be the top priority for our schools. Emergency Procedures are posted in each classroom and office areas of our schools. Our emergency procedure drills are as follows: Lockdowns, Evacuations, and Reverse Evacuations which are conducted twice a year at all schools.
- Accompanied by the Principal of each building, physical security checklists are reviewed by the Director of Safety & Security bi-monthly. The checklist consists of the following items: interior and exterior doors and windows, exterior lighting, video cameras, monitors and recording devices, graffiti, school zone traffic assessments, school alarms, fire alarms, cell phones, and any and all other security related information.
- During the 2016-2017 school year, the Quincy Public Schools security staff will be participating in professional development regarding the following topics: CPI Training (Crisis Prevention Institute) CPR & AED Training. The training will be completed at the end of the school year. During the 2016-2017 school year, we will continue to provide quality professional development for our security staff.

The Director also oversees how the Transportation/Safety and Security Departments collaborate on a daily basis:

The following are examples of how both departments work together:

- Student Bus Conduct Issues, Bus Vandalism, Bus Accidents
- Traffic Issues (related to bus pick up and drop off locations.)
- Student Issues/Parent Issues
- Work daily with the Quincy Police School Resource Officers, Community Police, and the Traffic Division including the QPD Traffic Supervisors on issues that may arise during the course of a transportation driver's route.

Administrative Assistant:

- The administrative assistant assists the Director of Safety and Security in the office with agendas and minutes for the safety team meetings. The assistant will work with the Director on professional development opportunities for staff. The administrative assistant, in the absence of the Director will work with all Principals and the Superintendents Leadership Team to ensure the safety and security of all the students and staff of the Quincy Public Schools. This position reports to Mr. Michael Draicchio, the Director of Safety, Security and Transportation, and the Superintendent of Schools. The Administrative Assistant shall perform any other security and transportation duties as assigned.

Secretary:

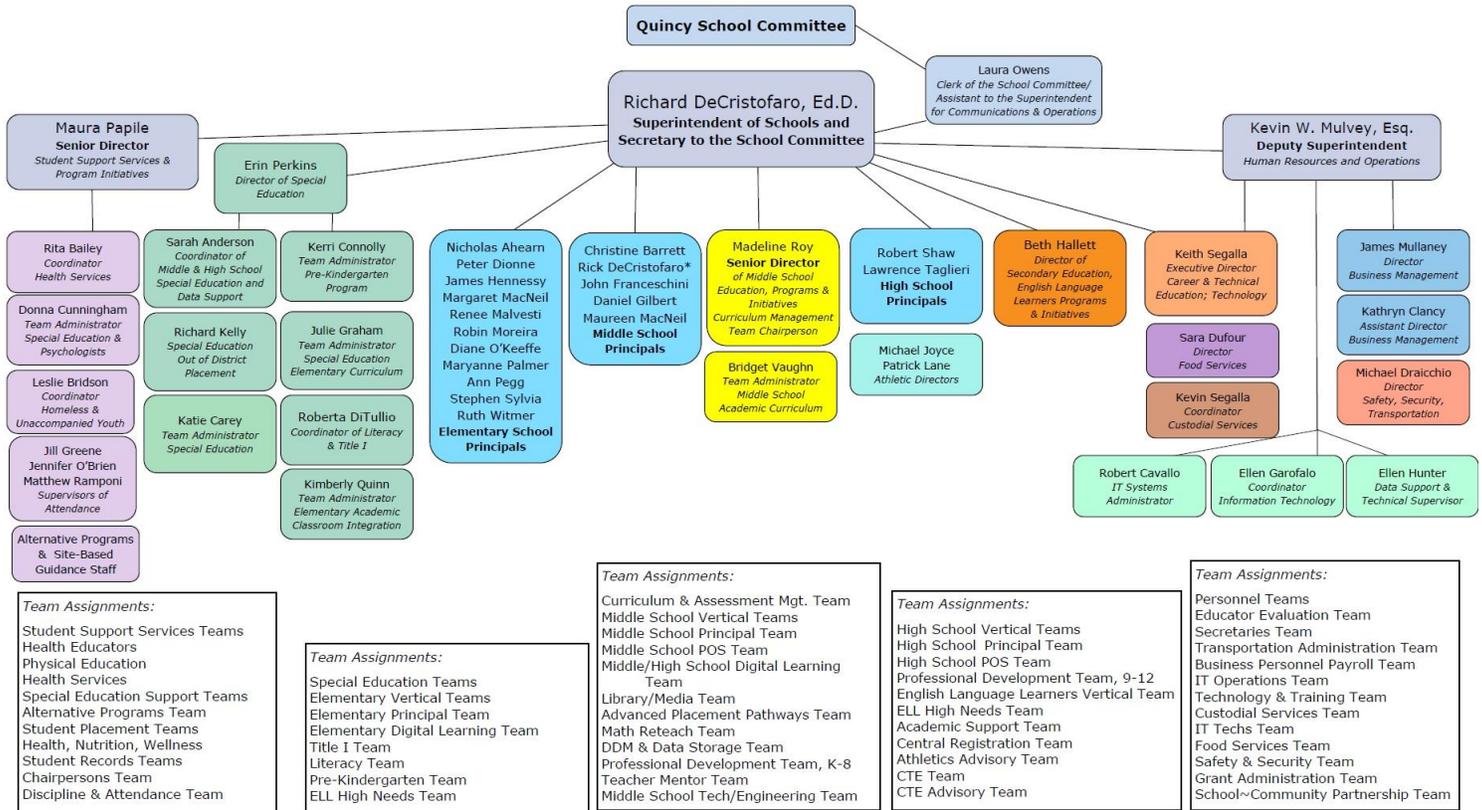
- The secretary will be able to perform, according to standard office procedures, a variety of moderately complex clerical duties requiring a moderate degree of decision making. The secretary duties will include examining documents for correctness, to prepare forms and other documents, to compile any number of different types of statistics, and to post and maintain records. The secretary will be able to maintain any number and/or type of files, give information to the public, requisition office supplies, do sorting and mailing, and perform duties in which typing is performed a large percent of the time. The secretary must be able to perform to maintain spreadsheets and databases for both Security and Transportation information. The secretary deals with administration, principals, employees, parents, and the Athletic Department concerning, transportation issues.
- The secretary will work under the supervision of the Administrative Assistant and will complete any other tasks as assigned by the Director of Safety, Security and Transportation, including duties associated with the Safety and Security Team meetings.

District Improvement Plan Alignment

a. System Organizational Chart

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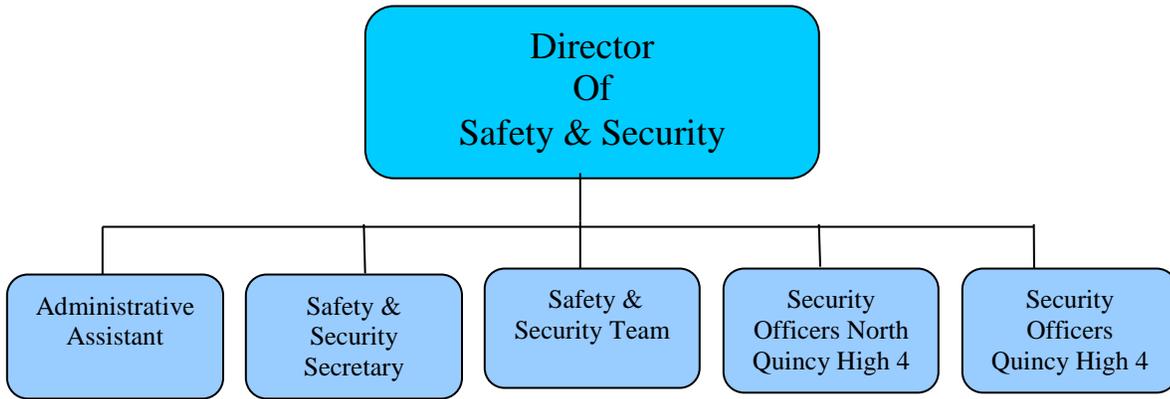
Quincy Public Schools 2016-2017



* Supervised by Deputy Superintendent

District Improvement Plan Alignment

b. Safety & Security Organizational Chart and Staffing



Safety & Security Staffing 2015-2016

Director of Safety, Security & Transportation

Michael Draicchio

Administrative Assistant Transportation & Security

Maria Anastasi

Transportation & Security Secretary

Cathy Rizzitano

Security Officers North Quincy High

Sheila Calabro

Rick Palumbo

John Hyacinthe

Jake Mullaney

Security Officers Quincy High

Steve McGowan

Tom McInnis

Joseph Mulvey

Mark Spendlove