



## Regulation of the Chancellor

Number: A-414

Subject: SCHOOL SAFETY PLANS

Category: STUDENTS

Issued: March 24, 2010

### SUMMARY OF CHANGES

This regulation supersedes Chancellor's Regulation A-414 dated September 5, 2000.

Changes:

- The members of the school safety committee have been expanded to include community members and local ambulance and other emergency response agencies (Section I.C).
- The role and responsibilities of the Safety Committee are set forth in more detail (Sections I.A, B & D).
- The School Safety Committee must hold at least one annual meeting which is open to all parents in that school (Section I.F).
- The principal/designee must submit documentation of the safety committee's monthly meeting on a monthly basis (Section I.F).
- In campus settings principals must ensure that the safety plan contain specific information for each school on campus and campus information that pertains to the entire school building (Section II.C).
- A hard copy of the plan must be kept in a secure location by the Principal(s) of the school/campus (Section II.H).
- The emergency response information of each School Safety Plan must be confidential and may not be disclosed (Section II.I)



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### ABSTRACT

This regulation supersedes and replaces Chancellor's Regulation A-414 dated September 5, 2000. Maintaining a safe and secure school environment is the shared responsibility of the entire school community, including school safety, pedagogical, non-pedagogical and custodial personnel, parents, and students. As part of a continuing effort to provide the safest possible environment, each school must have a Safety Committee which meets on a monthly basis and must develop a safety plan on an annual basis.

#### **I. SCHOOL SAFETY COMMITTEE**

- A. All members of the school community, including administrators, staff, students, parents, the NYPD, community leaders and community agencies must engage in meaningful ongoing dialogue and collaboration to ensure safe schools. The creation of safety committees at the school/campus level provides a basis for such dialogue and for drawing upon school and community resources to enhance safety.
- B. Every school/campus must have a School Safety Committee. It is the responsibility of the Principal(s) to ensure that such a committee is established and meets on a monthly basis. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school.
- C. The committee shall, at a minimum, be comprised of the following individuals: Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; In-house School Safety Agent Level III/designee; local law enforcement officials; Parent Association President/designee; Dietician/designee of food services for the site; community members; local ambulance or other emergency response agencies; representative of the student body (when appropriate); and any other persons deemed appropriate by the Principal(s).

- D. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal when it identifies the need for additional security measures, intervention, training, etc.
- E. The Principal/designee must submit documentation of the Safety Committee's monthly meetings and agendas via the online School Safety Plan portal on a monthly basis.
- F. Each Principal must ensure that its School Safety Committee holds at least one annual meeting which is open to all parents in that school. The meeting shall be conducted for the purpose of allowing parents to raise and discuss safety concerns regarding the school, including, but not limited to, matters relating to school safety agents.

## **II. SCHOOL SAFETY PLAN**

- A. The committee is responsible for developing a comprehensive safety plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the prescribed safety plan shell, which is made available online via the web-based School Safety Plan portal on an annual basis.
- B. Safety plans must be updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee should recommend changes in the safety plan at any other time when it is necessary to address security concerns.
- C. In campus settings, Principals on the campus must ensure that the safety plan contain both school specific information for each school on campus and campus information that pertains to the entire building.
- D. Principals must submit completed safety plans online for approval by the Safety Administrator from the Central Office of School and Youth Development by the end of the third week of September of each school year.
- E. The Safety Administrator shall review each plan to ensure that it is satisfactory and consistent with the safety plan shell. The Safety Administrator will return unsatisfactory plans to the Principal for appropriate revisions.
- F. The Safety Administrator shall submit each school's approved plan to the Commanding Officer, School Safety Division by the end of October of each school year. Safety plans deemed unsatisfactory by the Commanding Officer, School Safety Division will be returned to the Safety Administrator for appropriate follow up. The Safety Administrator shall incorporate the necessary revisions, and re-submit for certification to the Commanding Officer by November 15th of each school year.
- G. The Office of School and Youth Development is available to provide ongoing technical assistance to the School Safety Committee in developing the safety plan and in addressing ongoing safety related matters.

- H. A hard copy of the approved plan (printed from the School Safety Plan web-based portal) should be maintained by each Principal in a secure location at each school.
- I. The emergency response information of each School Safety Plan must be confidential and may not be posted online or disclosed in any fashion.

### **III. VIOLATION OF SAFETY PLAN**

- A. A complaint by a teacher or UFT Chapter Leader, that there has been a violation of the safety plan should be made to the Principal as promptly as possible.
- B. The Principal will attempt to resolve the complaint within 24 hours after receiving the complaint.
- C. If the teacher or UFT Chapter Leader is not satisfied, an appeal may be made to the Office of School and Youth Development through the UFT Division of Safety, for a mediation session within 48 hours.
- D. If the teacher or the UFT Chapter Leader is not satisfied with the results of the mediation, an appeal may be made by an expedited arbitration process, to be developed by the parties.

### **IV. INQUIRIES**

Inquiries pertaining to this regulation should be addressed to:

Office of Safety and Youth Development

N.Y.C. Department of Education

52 Chambers Street - Room 218

New York, NY 10007

Telephone: 212-374-4368

Fax: 212-374-5751