



Regulation of the Chancellor

Category: **STUDENTS**

Number: **A-414**

Subject: **SAFETY PLANS**

Issued: **09/05/00**

SUMMARY OF CHANGES

This regulation supersedes A-414 - dated 10/01/79.

It establishes the requirements for school safety plans.

New Provisions:

- It establishes the requirement that each school have a Safety Committee, and sets forth the parties who must be included on the committee.
- It requires the Committee to develop a safety plan on an annual basis that is consistent with centrally established requirements.

Changes:

- Some of the changes in this regulation were required by the merger between the Board and the NYPD.



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ABSTRACT

This Regulation supersedes and replaces Chancellor's Regulation A-414 dated October 1, 1979. 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 develop a safety plan on an annual basis.

I. School Safety Committee

- A. Principals are responsible for ensuring that every school establishes a school safety committee and that the committee meets on a monthly basis.
- B. The committee shall be comprised of the following individuals: (1) Principal of the host building; (2) Principal/Designee of any other program operating within the building; (3) U.F.T. Chapter Leader; (4) Custodial Engineer/Designee; (5) In-house School Safety Agent Level III/Designee; (6) NYPD Precinct Commanding Officer/Designee; (7) Parent Association President/Designee; (8) Dietician/Designee of food services for the site; (9) Representative of the Student Body; and (10) Any other person or persons deemed essential by the committee.
- C. 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 will be distributed on an annual basis.
- D. Safety plans must be updated annually by the school safety committee in order to meet changing security needs and conditions.



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II. Submission of Plans

- A. Principals must submit completed safety plans for approval to the appropriate superintendent by the end of the third week of September of each year.
- B. The superintendent shall review each plan to ensure that it is satisfactory and consistent with the safety plan shell. The superintendent will return unsatisfactory plans to the principal for appropriate revisions.
- C. The superintendent shall submit each school's approved plan to the Commanding Officer, School Safety Division by October 15th of each year. Safety plans deemed unsatisfactory by the Commanding Officer, School Safety Division, will be returned to the superintendent for appropriate revisions. The superintendent shall make the necessary changes, recertify the plan and submit it to the Commanding Officer by November 15th of each year.

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 Executive Director of Student Safety and Prevention Services, who will arrange 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.



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IV. Inquiries

Inquiries pertaining to this regulation should be addressed to:

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Prevention Services***

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