

Code of Conduct and District-Wide Safety Plan

The New York City Department of Education is committed to ensuring that our schools are safe, secure, and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria workers, custodians, and bus staff—to treat one another with mutual respect.

The maintenance of order and security in and around public schools is essential to creating learning environments in which students can meet high academic standards, educators can teach toward those standards, and parents can be assured that their children are learning in a safe and positive school setting.

State Law requires every that the New York City Department of Education develop a District-Wide Safety Plan that includes a comprehensive city-wide plan to address emergency management and crisis intervention and a Code of Conduct, which includes a discipline code. In addition, each school is required to develop a building level safety plan, which establishes building safety procedures, including visitor control, student evacuation and other school-specific emergency procedures. The New York City district-wide safety plan sets forth and describes the Department of Education’s policies and procedures for maintaining a safe and orderly learning environment, including how the system responds to acts of violence or other criminal activities, how the system contacts and notifies parents and law enforcement officials, and what strategies are in place to detect potentially violent behavior and improve communications among students and between students and school staff.

The New York City Department of Education’s Code of Conduct includes the Citywide Behavioral Expectations to Support Student Learning. This document contains Student Interventions and the Discipline Code, as well as the Bill of Student Rights and Responsibilities, K-12. The Code of Conduct includes procedures for notification of parents and law enforcement for violations of the code.

The following sets highlights key components of the DOE’s District Wide Safety Plan and Code of Conduct

A. Policies and procedures to ensure the security and safety of students and school staff.

These include:

1. Policies for responding to threats and acts of violence or criminal behavior;
2. A description of school safety personnel, including training and deployment;
3. Procedures for notifying the appropriate law enforcement officials, parent and the school community of criminal acts or other emergencies occurring at the school;
4. A description of prevention and intervention strategies available to students and parents.

B. Policies and Procedures to Respond to Criminal Threats and Acts

School officials must be prepared to respond to threats or acts of criminal behavior, from physical assaults to bomb-threats. Chancellor’s Regulations and policies set forth the procedures for notifying law enforcement officials of school-related incidents or crimes, crimes committed by students or school employees, or medical emergencies. (see Key Documents below).

C. Search Procedures

Students have a constitutional right to be free from unreasonable searches and seizures. A student’s person and possessions may be searched only if school officials have reasonable suspicion to believe that the search will turn up evidence that the student is or may be violating the law or Department disciplinary standards. The extent and scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Chancellor’s Regulation A-412 and A-432 outline the procedures for searching students, their possessions and lockers.

D. School Safety Personnel

In September of 1998, the Department of Education, the Chancellor, and the City of New York entered into an agreement to implement a joint program between the Department of Education and the New York City Police Department (“NYPD”), under which school security functions including the training and management of school security personnel, would be the responsibility of NYPD. Pursuant to an agreement between the Department of Education and the City of New

York, the school safety personnel of the New York City public school system is selected, trained, deployed and evaluated by the NYPD.

Under the agreement, the commanding officer of the NYPD's School Safety Division is responsible for preparing deployment plans and allocating school safety resources. When exercising this responsibility, the following factors are considered:

- School population
- Special needs population
- The layout and size of the school facility
- Scanning requirements
- Pedagogical staffing
- Attrition of school safety officers
- Local crime conditions
- Impact on nearby schools
- The number of criminal incidents at the school

E. Building-level School Safety Plan

Pursuant to Chancellor's Regulation A-414, every school must establish a school-based safety team for the purpose of developing a building-level school safety plan. The plan describes, among other things, the school's building entry and visitor control procedures; the school's chain of command, security assignments and schedules; intruder procedures; emergency communications systems, including the names and telephone numbers of appropriate law enforcement personnel; and evacuation procedures for all students, including those with limited mobility. Each plan describes the Building Response Team's roles and training to address all emergency response protocols for students and staff. Each building level plan establishes the protocols for responding to emergency situations, such as hazmat spills, intruders, bomb threats, hostage-taking or shooting; whether to evacuate, shelter-in, or lockdown. Building-level plans must be consistent with a safety plan template developed by the Office of Safety and Youth Development and must be updated annually. Pursuant to state education law, building level emergency response plans must be confidential and must not be disclosed.

F. Parent Notification

The threat to commit or the actual commission of an act of violence at a school affects an entire school community. In the event of threats or acts of violence, school officials must be prepared to contact the appropriate law enforcement agencies and to notify, without delay, the school community, especially the parents of children enrolled at the school. Chancellor's Regulations and DOE policies and procedures set forth procedures for notifying parents (see Key Documents below).

G. Discipline and Intervention Strategies

The Citywide Behavioral Expectations to Support Student Learning (the "Discipline Code") (<http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>) includes the Student Intervention and Discipline Code and the Bill of Student Rights and Responsibilities, K-12. This document promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students understand the standards of behavior that all students are expected to live up to and the consequences if these standards are not met. It includes a range of permissible disciplinary and intervention measures that schools may use to address misbehavior.

Each school is expected to promote a positive school culture and climate that provides students with a supportive environment in which to grow both socially and academically. Schools are expected to take a proactive role in nurturing students' pro-social behavior by providing them with a range of positive behavioral supports as well as meaningful opportunities for social emotional learning.

School staff members are responsible for addressing inappropriate student behaviors which disrupt learning. Administrators, teachers, counselors and other school staff are expected to engage all students in intervention and prevention strategies that address a student's behavioral issues and discuss these strategies with the student and his/her parent(s).

Intervention strategies are outlined in the Discipline Code. Intervention and prevention approaches may include guidance support and services to address personal and family circumstances; social/emotional learning, such as conflict resolution/peer mediation/negotiation, restorative circles, anger management, stress management, and/or communication skills acquisition; the use of alternate instructional materials and/or methods; enrichment services; alternate class placement; and/or development or review of functional behavioral assessments and behavioral interventions plans which should be developed and/or review as an early intervention strategy.

Through the use of intervention and prevention strategies that engage students and give them a sense of purpose, school staff members facilitate students' academic and social-emotional growth and assist them in following school rules and policies.

In the classroom, teachers use a variety of academic and behavioral techniques and approaches to achieve an optimal learning environment. Interdisciplinary teams that include support staff such as guidance counselors are part of every school. These teams meet on a regular basis to devise and implement strategies to address specific issues encountered by "at-risk" students.

Key Documents

The following key documents comprise the District's School Safety Plan and Code of Conduct:

- [Citywide Behavioral Expectations to Support Student Learning \(Discipline Code\) and the Bill of Student Rights and Responsibilities, K-12.](#)
- [Chancellor's Regulation A-411 Behavioral Crisis De-Escalation/Intervention and Contacting 911](#)
- [Chancellor's Regulation A-412 Security in the Schools](#)
- [Chancellor's Regulation A-413 Cell Phones and Other Electronic Devices in Schools](#)
- [Chancellor's Regulation A-414 Safety Plans](#)
- [Chancellor's Regulation A-418 Sex Offender Notification](#)
- [Chancellor's Regulation A-420 Corporal Punishment](#)
- [Chancellor's Regulation A-421 Verbal Abuse](#)
- [Chancellor's Regulation A-432 Search and Seizure](#)
- [Chancellor's Regulation A-443 Student Discipline Procedures](#)
- [Chancellor's Regulation A-450 Involuntary Transfer Procedures](#)
- [Chancellor's Regulation A-750 Child Abuse](#)
- [Chancellor's Regulation A-755 Suicide Prevention/Intervention](#)
- [Chancellor's Regulation A-830 Filing Internal Complaints of Unlawful Discrimination/Harassment](#)
- [Chancellor's Regulation A-831 Peer Sexual Harassment](#)
- [Chancellor's Regulation A-832 Student-To-Student Bias-Based Harassment, Intimidation, and/or Bullying](#)
- [Parents' Bill of Rights and Responsibilities](#)

Building-level School Safety Plan

Pursuant to Chancellor's Regulation A-414, every school must establish a school-based safety team for the purpose of developing a building-level school safety plan. The plan describes, among other things, the school's building entry and visitor control procedures; the school's chain of command, security assignments and schedules; intruder procedures; emergency communications systems, including the names and telephone numbers of appropriate law enforcement personnel; and evacuation procedures

for all students, including those with limited mobility. Each plan describes the Building Response Team’s roles and training to address all emergency response protocols for students and staff. Each building level plan establishes the protocols for responding to emergency situations, such as hazmat spills, intruders, bomb threats, hostage-taking or shooting; whether to evacuate, shelter-in, or lockdown. Building-level plans must be consistent with a safety plan template developed by the Office of Safety and Youth Development and must be updated annually. Pursuant to state education law, building level emergency response plans must be confidential and must not be disclosed.

Key Documents

The following key documents support the Building-level School Safety Plan:

- [Chancellor’s Regulation A-414](#)
- [Parent’s Guide to School Safety](#)