



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
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TO: District Superintendents  
Superintendents of Schools  
Charter School Administrators

FROM: Ken Slentz

SUBJECT: Codes of Conduct and District-Wide School Safety Plan Submissions to NYSED

Public school, BOCES, and public charter school **Codes of Conduct** (CR 100.2(l)) and **District-Wide School Safety Plans** (CR 155.17(e)) must be developed, revised annually in conjunction with a public hearing, and submitted to the State Education Department (NYSED) within 30-days of adoption. To date, this requirement has been fulfilled through schools mailing multi-page documents to NYSED. In an effort to ease this fiscal burden, effectively immediately districts should post the Code of Conduct and District-Wide Safety Plan on the district's web site, rather than mail the documents to NYSED. Additional information is provided below.

**A. Current Submission Requirement: Code of Conduct**

The Code of Conduct is to be developed in collaboration with student, teacher, administrator, parent organizations, and school safety personnel. The awareness and understanding of the Code of Conduct by the education community is essential to its impartial implementation and effectiveness. To achieve this goal, copies and/or summaries of the Code of Conduct must be provided to students, staff, and persons in parental relation. In addition, current policy requires that a copy of the annual update be mailed to NYSED.

**New Submission Requirement: Code of Conduct**

**Effective immediately** the complete Code of Conduct (including annual updates) is to be posted on the district's web site, rather than mailed to NYSED. Hereafter, the link to that posting will be requested by NYSED via the annual uniform violent incident reporting system (VADIR) and will serve as the submission to NYSED. Copies and/or summaries of the Code of Conduct must still be provided to students, staff, and persons in parental relation.

**B. Current Submission Requirement: District-Wide School Safety Plan**

The District-Wide School Safety Plan is developed and updated annually by the District-Wide School Safety Team. This multi-hazard district-wide plan is intended to cover all school buildings in the district and address broad topics associated with crisis intervention and emergency response at the district level. Current policy requires that an updated copy of the plan be mailed to NYSED annually.

**New Submission Requirement: District-Wide School Safety Plan**

**Effective immediately** the District-Wide School Safety Plan (including annual updates) is to be posted on the district's web site, rather than mailed to NYSED. Hereafter, the link to that posting will be requested via the annual uniform violent incident reporting system (VADIR) and will serve as the submission to NYSED.

**NOTE:** The district-wide plan is a public document and is FOILable. The building-level school safety plan is a confidential document. Therefore, confidential information including home phone numbers and tactical strategies for responding to an emergency must only be included in the building-level safety plan; which shall be confidential and not subject to disclosure under article six of the Public Officers Law or any other provision of law (155.17(e)(3)).

Please feel free to contact the Office of Student Support Services Office at 518-486-6090 with questions or concerns. Thank you.