

Category: **STUDENTS**

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Subject: SAFETY TRANSFERS

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SUMMARY OF CHANGES

This regulation replaces and supersedes Chancellor's Regulation A-449 dated January 20, 2011.

Changes:

- Contact information has been updated.

ABSTRACT

This regulation sets forth the procedures for granting safety transfers (1) when students are victims of a violent criminal offense on school property; and (2) in other situations, when it is determined that a student's continued presence in the school is unsafe for the student.

I. INTRODUCTION

- A. This regulation sets forth the procedures for determining whether to grant safety transfers to students.
- B. SAFETY TRANSFERS UNDER THE NO CHILD LEFT BEHIND ACT: In accordance with the No Child Left Behind Act, a student who is the victim of a violent criminal offense in or on the grounds of a school he/she attends must be notified that he/she has the right to transfer to a safe school. If the student requests such a transfer, it must be granted if it is determined that the student has been the victim of a violent crime on the school's grounds.
- C. OTHER SAFETY TRANSFERS: A student may also request a safety transfer in a situation where the student was not the victim of a violent criminal offense on school grounds. Such a request should be granted where it is determined that the student's continued presence in the school is unsafe for the student.

II. NO CHILD LEFT BEHIND SAFETY TRANSFERS FOR VICTIMS OF VIOLENT CRIMINAL OFFENSES

- A. The law defines a "violent criminal offense" as:
 - 1. A crime that involves infliction of a serious physical injury¹ upon another as defined in the State Penal Law (e.g., assault, arson); or
 - 2. A sex offense that involves forcible compulsion (e.g., rape, sodomy, sexual abuse); or
 - 3. Any other offense defined in the Penal Law that involves the use or threatened use of a deadly weapon.²
- B. If school personnel learn that a student may be the victim of a violent criminal offense on school grounds, the principal/designee must conduct a full investigation and take appropriate action in accordance with Chancellor's Regulations A-412 and A-443. In addition, the following steps must be taken immediately.
 - 1. The principal/designee must notify the NYPD, the Emergency Information Center ("EIC") and the student's parent(s) of the incident.
 - 2. In order to determine whether the student has been the victim of a violent criminal offense (as defined above), the principal must consult with the NYPD. The following procedures have been established with the NYPD's School Safety Division.
 - a. If the principal/designee believes that the student may be a victim of a violent criminal offense, the principal/designee must contact the NYPD's School Safety Sergeant assigned to the precinct covering the school. If the School Safety Sergeant is not available, the principal/designee must consult with the precinct commander or his/her designee.
 - b. The principal/designee must provide the name and/or number of the school, the date, time, and location of the incident, and the name(s) of the victim(s).

¹ Penal Law 10.00 (10) defines "serious physical injury" as a "physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ."

² Penal Law 10.00 (12) defines "deadly weapon" as "any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, dagger, billy, blackjack, or metal knuckles."

- c. Within one school day of the school's inquiry, the NYPD will verbally confirm whether they are investigating an allegation that the student was the victim of a violent criminal offense on school property as defined above. A written confirmation from the NYPD will also follow.³
 - d. Within 24 hours of receipt of the NYPD's verbal confirmation, the principal/designee must notify the Borough Director of Suspensions who serves as the designee of the Chief Executive Officer (CEO) for the Office of School and Youth Development (OSYD) and provide all of the relevant facts. All documentation (witness statements, occurrence reports, etc.) must be available for review by the Borough Director of Suspensions.
 - e. Within 24 hours of receipt of the principal/designee's notification, the Borough Director of Suspensions must determine whether there is reason to believe that the student was a victim of a violent criminal offense on school grounds. The Borough Director of Suspensions may consult with the Office of Legal Services to make this determination. Note that a criminal conviction is not required for a determination that there is reason to believe that a student was the victim of a violent criminal offense.
 - f. If the Borough Director of Suspensions determines that there is reason to believe the student was the victim of a violent criminal offense on school grounds, the student is entitled to a transfer.
3. Within 24 hours of the determination that there is reason to believe that a student was a victim of a violent criminal offense on school grounds and is therefore entitled to a transfer, the Borough Director of Suspensions must notify the parent in writing of the right to transfer the student to another public school (see Attachment No. 1). This notice⁴ must be provided by personal delivery, express mail delivery or any other equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the determination (e.g., facsimile or email).
- a. The Borough Director of Suspensions should request that the parent notify him/her within five days of receipt of the notice whether the parent wishes to discuss transfer options.
 - b. If the parent does not respond within five days, the Borough Director of Suspensions must contact the parent.
 - c. If the parent wishes to pursue a transfer, the Borough Director of Suspensions, in consultation with the Office of Student Enrollment's, ("Student Enrollment's") Executive Director of Borough Enrollment/designee will select a transfer site to offer the parent. For students in District 75 public school settings, the Borough Director of Suspensions will consult with the District 75 Director of Placement to select a transfer site to offer a parent. To the extent possible, a student should be transferred to a school that is making adequate yearly progress according to the standards set forth in the No Child Left Behind Act and that has not been identified as being a school in need of improvement, corrective action or restructuring.
 - d. The Borough Director of Suspensions must inform the parent of the transfer site within ten calendar days of the determination that there is reason to believe the student was the victim of a violent criminal offense (see Attachment No. 2).

³ The information provided by the NYPD may be used solely for the purposes outlined in this memorandum.

⁴ Any letter sent in connection with this memorandum should be sent, to the extent practicable, in the parent(s) dominant language or mode of communication. In those cases where it is not feasible to obtain a full translation of the letter, it should be sent in English with an attached notice in the parent(s) dominant language or mode of communication stating the following "The attached letter contains important information about your child. Please have it translated as soon as possible."

The Borough Director of Suspensions must also inform the transfer site that the student will be transferred to that location upon receipt of consent from the parent.

- e. Transferred students must be provided with transportation in accordance with existing policy and regulations.
 - f. Though the parent of the student must be offered the opportunity to transfer the student, he/she may elect to have the child remain in the school.
4. Principals/designees and Borough Directors of Suspensions must maintain appropriate documentation regarding their consultations with law enforcement officials as well as parental notification, police reports, etc.

III. OTHER SAFETY TRANSFERS

- A. Safety transfers are also available where the student is not the victim of a violent criminal offense on school grounds, if a student's parent has requested a safety transfer and it is determined that the student's continued presence in the school is unsafe for the student. Student Enrollment's Executive Director of Borough Enrollment/designee shall make this determination following a recommendation by the principal/designee. For District 75 students in public school settings, the District 75 Director of Placement will make this determination following a recommendation by the District 75 principal/designee.
- B. If the request involves a school-related safety incident, the principal/designee must ensure that a full investigation was conducted, an occurrence report was prepared, statements from the parties involved and witnesses were obtained, and appropriate disciplinary action was taken in accordance with Chancellor's Regulations A-412 and A-443. If the incident was criminal in nature, the principal/designee should ask the parent for a copy of the police report. In assessing the request, the principal/designee should review the results of the investigation and all of the supporting documentation.
- C. Within 48 hours of receipt of the parent's request for a safety transfer and all supporting documentation, the principal/designee must make a recommendation to Student Enrollment's Executive Director for Borough Enrollment/designee of whether he/she believes that a safety transfer is warranted (see Attachment No. 4). The principal/designee must provide the following documents to Student Enrollment's Executive Director of Borough Enrollment/designee.
 1. Safety Transfer Intake Form (see Attachment No. 3);
 2. Summary of investigation (see Attachment No. 4);
 3. Copy of school occurrence report; and
 4. Copy of police report.
- D. Within one week of receipt of the principal/designee's recommendation and other documentation, the Student Enrollment's Executive Director of Borough Enrollment/designee, in consultation with the Borough Safety Director who serves as the designee of the Chief Executive Officer (CEO) for the Office of School and Youth Development (OSYD) must determine whether to grant a safety transfer and must notify the parent in writing of the determination.

For students in District 75 public school settings, the District 75 Director of Placement must determine whether to grant a safety transfer and must notify the parent in writing, if so determined. If the transfer request is granted, the written notification must: 1) advise the parent of the school to which the student is being offered a transfer; and 2) inform the transfer site that the student is being offered a placement there.

IV. TRANSFER DOCUMENTATION

Where a safety transfer is granted, the sending school must provide Student Enrollment's Executive Director of Borough Enrollment with the following documentation to facilitate registration at the transfer site:

- A. Immunization Records;
- B. Transcript and/or current report card;
- C. Copy of student's program card; and
- D. Individualized Education Program ("IEP"), if applicable.
- E. §504 Accommodation Plan, if applicable.

V. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

FOR NO CHILD LEFT BEHIND TRANSFERS:

Telephone:
212-374-6784

Office of School and Youth Development
N.Y.C. Department of Education
52 Chambers Street
New York, NY 10007

Fax:
212-374-5751

Telephone:
212-374-2363

FOR OTHER SAFETY TRANSFERS:

Office of Student Enrollment
N.Y.C. Department of Education
52 Chambers Street
New York, NY 10007

Fax:
212-374-5568

RIGHT TO TRANSFER STUDENT TO ANOTHER PUBLIC SCHOOL LETTER

Dear _____:

Please be advised that there is reason to believe that your child was the victim of a violent criminal offense on school property. In accordance with the requirements of the No Child Left Behind Act, your child is entitled to be offered a safety transfer to a school to be determined by appropriate school officials. You must contact me at _____ within five days of the receipt of this notice if you wish to discuss a transfer for your child. You may also choose to have your child remain in his/her current school. Please do not hesitate to call me with any questions.

Very truly yours,

Suspension Director

c: Principal
Enrollment Director

DETERMINATION OF TRANSFER SITE LETTER

Dear _____:

Please be advised that in accordance with your request for a safety transfer, your child will be transferred to _____, effective _____. Please contact me immediately, but in no event, later than two school days to confirm either that you are accepting this placement or that your child will remain in his/her current school. If you choose to accept the transfer site, I will provide you with the information necessary to ensure your child's prompt registration.

Very truly yours,

Director of Suspensions

c: Principal (sending school)
Principal (receiving school)

SAFETY TRANSFER INTAKE FORM

This form must be used for all safety transfer requests. Incomplete requests will not be processed and will be returned to you.

Student Name _____ **Date** _____

Student ID # _____ **Grade Level** _____ **Date of Birth** _____

Parent/Guardian Name _____ **Telephone** _____

Address (House #, Street, Apt. #, Borough and ZIP) _____

SCHOOL _____

General Education OR Special Education (Circle one)

Grade Level _____ **Number of Credits** _____

Absences _____ **Lateness** _____

Special Program/Major _____ **ESL: Yes OR No (Circle one)**

Previous Schools Attended _____ **Date(s)** _____

_____ **Date(s)** _____

DEAN'S RECORD

- | | |
|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Principal Suspension / Date _____ |
| <input type="checkbox"/> Acts Against Staff | <input type="checkbox"/> Superintendent's Suspension / Date _____ |
| <input type="checkbox"/> Classroom Disruptions | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Drug Related | <input type="checkbox"/> Attendance/Cutting |
| <input type="checkbox"/> Acts Against Students | |

Completed by _____

ENROLLMENT OFFICE USE ONLY

Approved _____ **Date** _____

Placement _____ **Effective Date** _____

Denied _____ **Date** _____

Comments _____

c: _____ **AP** _____ **Sending School**

_____ **AP** _____ **Receiving School**

SAFETY TRANSFER SUMMARY OF INVESTIGATION FORM

Student Name _____ Date _____

Student ID # _____ Grade Level _____ Date of Birth _____

Reason(s) for safety transfer request (provide specific details) _____

Identify all individuals involved in the incident(s). Next to each name write alleged: **S** (suspect), **V** (victim), **W** (witness), **O** (other).

Who conducted the investigation? _____

Were statements taken? Yes No

If Yes, from whom? (Identify all individuals and attach statements, if they are available) _____

Who was interviewed? (Identify all individuals) _____

Please provide a summary of the results of the investigation below:

What disciplinary action, including suspension, was imposed on the students alleged to have committed the incident(s)?

Was a conference held by the principal/designee? Yes No

What documentation do you have to support the request for a safety transfer?

_____ Police report (indicate complaint #, accident #, aided report #) _____

_____ Department of Education Occurrence Report (indicate #) _____

_____ Statements

_____ Other (please indicate) _____

Name of guidance counselor/dean who interviewed the student with regard to the request for the safety transfer:

After a thorough investigation, we believe that a safety transfer is warranted.

Principal's Signature

Assistant Principal's Signature