



Chancellor's Parent Advisory Council

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PA/PTA Best Practices: PA/PTA Presidents and the School Safety Committee

- Review [Chancellor's Regulation A-414: School Safety Plans](#) and [NYS Comptroller's Audit of NYC DOE Compliance with School Safety Planning Requirements](#)
- Every school/campus must have a School Safety Committee that meets monthly. (CR A-414, IB)
 - The PA/PTA President or designee is a mandatory member of the School Safety Committee (CR A-414, IC. PA/PTA Presidents should not wait to be invited but proactively ask the principal to participate in the meeting.
 - The School Safety 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. (CR A-414, ID)
 - Every meeting of the School Safety Committee must have an agenda. (CR A-414, IE) Minutes should be taken, as recommended by the NYS Comptroller (see p. 14 of the Audit).
 - Each principal must ensure that its School Safety Committee holds at least one annual meeting which is open to all parents in that school. (CR A-414, IF) The meeting shall be conducted for the purpose of allowing parents to raise and discuss safety concerns (building security, school violence, fire, medical emergencies, etc.) and understand the school safety plan. Best Practice is to hold this meeting by the end of October and in a virtual or hybrid format, if possible.
 - The School Safety Committee should conduct school walk-throughs to ascertain whether basic safety protocols are in place (e.g., Do doors lock and are they alarmed? Do cameras, radios, and school public address systems work in EVERY room and floor, including common areas such as the gym? etc.). If possible, the School Safety Committee should also tour the surrounding community to better understand the neighborhood and concerns of students (especially students who commute).

- The School Safety Committee is responsible for developing a comprehensive School Safety Plan (CR A-414, IIA).
 - The School Safety Plan outlines procedures to respond to emergencies and must be updated annually. The Committee can also recommend additional changes when necessary to address security concerns. (CR A-414, IIA,B)
 - In campus settings, the Safety Plan must address school specific and campus specific information (CR A-414, IIC).
 - Emergency response information in each school safety plan must be kept confidential and may not be posted or disclosed. (CR A-414, Iii)
- The School Safety Committee and the PA/PTA
 - By December 15th of each year, the PA/PTA Executive Board has a right to receive an abridged summary of the school safety plan from the principal ([Chancellor's Regulation A-660](#), 1L).
 - Best Practice: The PA/PTA president or designee should provide a monthly report at the PA/PTA meeting (without violating any confidential information) on the School Safety Meeting and solicit parent concerns to bring back to the School Safety Committee. School safety should be on the PA/PTA's monthly agenda.

Approved by CPAC at its August 11, 2022 meeting