

UNITED FEDERATION OF TEACHERS SAVE LEGISLATION FREQUENTLY ASKED QUESTIONS

- 1. What is S.A.V.E?**
S.A.V.E is an acronym for Schools Against Violence in Education. It refers to New York State legislation regarding safe and orderly environments in our schools.
- 2. Should the school's SAVE plan be included in the school's Safety Plan?**
It is the legislation that mandates that the plan and is an integral part of the school's Safety Plan. The legislation mandates that the plan incorporate all of the components of the save legislation including normal procedures, emergency procedures, student removal process and detailing the process for handling students who are significantly disruptive and interfering with the educational process.
- 3. Who, at the regional level, will monitor S.A.V.E compliance?**
The Regional Superintendent's designee.
- 4. Should the school's S.A.V.E Plan/Process be shared with all staff members?**
Yes. All staff members should receive a copy of the S.A.V.E Plan/Process. It is suggested that the plan be discussed at the initial professional development sessions in September and throughout the school year.
- 5. Should there be professional development offered to staff members regarding components of S.A.V.E (i.e. Student Removals by Teachers, Suspensions by a Principal)?**
Yes this is mandated by the legislation. The safety plan in your school requires the safety committee to designate specific time for staff development on safety issues. These professional development sessions should be on-going. All members of the school community should understand clearly the process for Student Removals and Suspensions by a Principal as well as the "ladder of referral" for disruptive students.
- 6. If needed, where can I find information specific to Student Removals and/or Suspensions by a Principal?**
Please see **Chancellor Regulations A-443**.
- 7. When a student is removed from the classroom, can he or she be placed in the following locations: (a) another teacher's classroom, (b) Guidance Counselor's office, (c) Principal's office or (d) Dean's office?**
When a student is removed from the classroom as a result of interfering with the educational process or the teacher's authority over the classroom, the S.A.V.E plan mandates that the school provide an alternative instructional area where the student receives specific educational and intervention services necessary in compliance with the student removal process and the discipline code. A swap of a classrooms, the guidance counselor's office, the principal or general office **is not an appropriate** alternative instructional area.

The removal of the student is an attempt to intervene and assist the student in conforming to the discipline code set out by the NYC Department of Education. The removal itself is an intervention that could prevent suspension.

8. What duration of time should students who are removed from the classroom or suspended by the principal spend in the S.A.V.E learning environment?

As per **Chancellor's Regulations A-443**, elementary or middle school students (grades K-8) who are removed from the classroom or suspended by the principal must serve one (1) to four (4) school days and be provided with a full-time instructional program. A high school student (grades 9-12) who is removed from the classroom or suspended by the principal must serve one (1) to five (5) school days and provided with a minimum of two hours per day* of instruction.

*For high school students, the instruction may be provided before/after or during school hours.

9. Should the parent of a removed or suspended* student be notified?

Yes. As per **Chancellor's Regulations A-443**, the parent of a removed or suspended student must be notified of the removal by phone by the end of the school day. In any event, the parent must be notified of the removal no later than 24 hours from the time of the removal. The parent must also be informed of:

- the reason(s) for the removal;
- the length of the removal; and
- the right to request an informal conference regarding the removal

***For further clarification on suspended students, please see Chancellor's Regulations A-443, Section IIIB.2**

10. Who is responsible for notifying the parent?

The principal or designee is responsible for notifying the parent.

11. What services, if any, should be provided to the student when removed from the classroom or suspended by the principal?

As per **Chancellor's Regulations A-443**, students removed from the classroom or suspended by the principal must be provided with alternative instruction, which includes, but is not limited to, class work and homework assignments. The instruction* must provide the student with an opportunity to continue to earn academic credit and must be appropriate to the individual needs of the student.

***For Special Education students, related services must be provided in accordance with the student's IEP.**

12. Are students entitled to receive assignments from their subject teachers when removed from the classroom or suspended by the principal?

As per **Chancellor's Regulations A-443**, students removed from the classroom or suspended by the principal must be provided with alternative instruction, which includes, but is not limited to, class work and homework assignments.

13. How will student assignments be delivered to the S.A.V.E learning environment?

The principal may designate who will be responsible for delivering student assignments to the S.A.V.E learning environment.

14. How will completed student assignments be returned to the subject teacher?

The principal may designate who will be responsible for returning completed student assignments to the subject teacher (Ex. School Aide, Dean, Guidance Counselor, or other school staff).