Webinar: School Safety and Educational Climate (SSEC) Reporting Forms -- Examples and Scenarios

Spring 2018



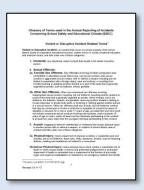


New York State Center for School Safety



Materials for today's Webinar





✓ Complaint Form

✓ Investigation Summary

✓ IIR

✓ SSEC Reporting Form and Instructions



Question and Answers







Webinar Topics

- Changing from (VADIR) and (DASA) to School Safety and the **Educational Climate (SSEC)**
- What incidents need to be investigated
- What incidents need to be reported to SED
- **Scenarios**
- Clarify Forms to be used: Complaint Form, Investigation Summary and Individual Incident Report (IIR) and Summary Data Collection Form
- **Examples**







Incidents

Hostile Environment

School Climate

Criminal Justice

LENS

Educational

- Laws/Rule infractions
- Evidence required
- Determine who perpetrator is
- Apply punishment/discipline
- Focus on cases
- Negative emphasis: DO NOT

- Relationships/Norms
- All students as works in progress
- Respectful and responsible behavior necessary for safety/learning
- Requires on-going proactive efforts
- Positive emphasis: DO





What's new?

- Discipline Threshold no longer applies
- ✓ Glossary of Terms
- ✓ Sample Complaint Form
- ✓ Sample Investigation Summary
- Sample Individual Incident Report (IIR)







What's new? (continued)

- ✓ SSEC is now one system/one form (Summary Data Collection Form)
 - ✓ Nine categories (previously 20 categories)
 - ✓ Biased-Related Incidents categories
 - ✓ Reporting of Group or Gang Related Incidents
 - ✓ Reporting format Part 2-6
 - ✓ Part 4 School-Related Arrests (defined in Glossary)
 - ✓ Instructions









What's new? (continued)

- Revised weighting of some categories
- Q & A







SSEC Summary Data Collection Form









Part 1 Categories

School Year 201	17-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data	Collection	Form (Ro	risod 1	0/23/	17)	
Part 1:Dignity for All Students Act (DAS	iA)		2. Sexual		3. Ass	9330	4. Weapons F	ossession	5. Material Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale of Alcohol
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National Origin	e													
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On School Property (including on school transportation)	t													
At School Function Off Grounds	u													







Weighted Categories

- 1. Homicide
- 2a. Forcible Sex Offenses
- 2b. Other Sex Offenses
- 3a. Assault with Physical Injury
- 3b. Assault with Serious Physical Injury
- 4a. Weapon Possession Routine Security Check
- 4b. Weapon Possession Other
- 5a. Material Incidents of Discrimination, Harassment, and Bullying (excludes cyberbullying)
- 5b. Material Incidents of Cyberbullying









Non-Weighted Categories

- 6. Bomb Threat
- 7. False Alarm
- 8. Use, Possession, Sale of Drugs
- 9. Use, Possession, Sale of Alcohol







Incident Category	Weight
1. Homicide	100
2.a Forcible Sex Offenses	60
2.b Other Sex Offenses	40
3.a Assault Physical Injury	30
3. b Assault Serious Physical Injury	45
4.a Weapons Through Screening	1
4.b Weapons Through Other Circumstances	15
5.a Material Incidents	1
5.b Cyberbullying	1

More information on the SVI calculation is available at the link below.

http://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/pdcriteria201718

Assigned Weights to Incident Categories

- Used to compute the School Violence Index (SVI) for schools
- Weighted incidents are totaled and then divided by the school enrollment







Biased-Related Incidents

School Year 201	L 7-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data			vised 1	10/23/	17)	
Part 1:Dignity for All Students Act (DAS			2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale of Alcohol
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On School Property (including on school transportation)	t													
At School Function Off Grounds	u													







Gang or Group Related

School Year 201	7-2	018: Scl	nool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data			vised 1	10/23/	17)	
Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use Possessi
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Number Reported in row q that Involved Other Weapons	q3													
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Number of Incidents Involving Drugs	5													
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On School Property (including on school transportation)	t													
At School Function Off Grounds	u													







Incidents involving a weapon, alcohol, or drugs

School Year 201	7-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data			vised 1	.0/23/	17)	
Part 1:Dignity for All Students Act (DASA	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
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At School Function Off Grounds	u													







Incidents on school property or at a school function off grounds

School Year 201	L7-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data	Collection	n Form (Rev	vised 1	10/23/	17)	
Part 1:Dignity for All Students Act (DAS			2. Sexual	*******	3. Ass		4. Weapons F	ossession	5. Material Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	1000	Alarm	or Sale of Drugs	or Sale of Alcohol
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At School Function Off Grounds	u													









Incidents off school property or on school transportation

Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and llying	6. Bomb	7. False	8.Use,	9. Use, Possession
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale of Alcohol
Off School Property (that creates a risk of disruption within the school environment)	v													
Of the incidents reported in Row (t) above, report the number that occurred on School Transportation	w													
		Report the	number of incident	ts in row (a) that o	ccurred during the r	egular school day	and after school h	ours. Unduplic	ated count. The s	um of row x and y	must equal	the numbe	er reported in 1	ow (a).
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Counseling or Treatment Programs	ff													
Teacher Removal (Section 3214)	gg													
In School Suspension	hh													
Out-of-School Suspension	ii													
Involuntary Transfer to an Alternative Placement	ij													
Community Service	kk													
Juvenile Justice Or Criminal Justice System	II													
Law Enforcement	mm													
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Items collected on this form are required by Educa	tion La	w §2802 and				te discretellar	7417		00 to 100000 1000					







Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
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Part 1:Dignity for All Students Act (DAS and Violent and Disruptive Incident	A)	1. Homicide	2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only 4a. Routine		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
Reporting (VADIR)*			2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale of Alcohol
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					luplicated count of S									
Number of Unduplicated Student Offenders for Serious Incidents	nn			s include Homicide	the Unduplicated Nu e, Sexual Offenses, A he/she initiated nun	ssault, Weapons I	Possession, Materi	al Incidents of	Discrimination, H					







Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying			8.Use,	9. Use,
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	6. Bomb Threat	7. False Alarm	Possession or Sale of Drugs	Possessio or Sale o Alcohol
Off School Property (that creates a risk of disruption within the school environment)	v													
Of the incidents reported in Row (t) above, report the number that occurred on School Transportation	w													
		Report the	number of incident	ts in row (a) that o	occurred during the r	egular school day	and after school h	ours. Unduplic	ated count. The s	um of row x and y i	nust equal	the numbe	er reported in 1	row (a).
During Regular School Hours	х								0) ^{\(\)}		
Before or After Regular School Hours	У													
		Report the nu	umber of Targets/Vi	ctims that were st	tudents, staff or oth	er involved in incid n one incident.	dents in row (a). Du	plicated coun	t. A target/victim	must be counted n	nore than o	once if he/s	he is a target/	victim of m
Number of Student Targets/Victims	z				- Cita	Tone medene						0		
Number of Staff Targets/Victims	aa									C. C				
Number of "Other" Targets/Victims	bb													
		Report the nu	umber of OFFENDER	S that were stude	ents, staff or other in	volved in incident	s in row (a). Duplic	ated count. A	n offender must b	e counted more th	an once if l	ne/she initi	ated more tha	n one incide
Number of Student Offenders	cc													
Number of Staff Offenders	dd						F							
Number of "Other" Offenders	ee													
		Report the nu	mber of STUDENT (OFFENDERS that re	eceived the following	g type of discplina	ry action or referra	l (Report all th	at apply).			11		
Counseling or Treatment Programs	ff			1										
Teacher Removal (Section 3214)	gg													
In School Suspension	hh													
Out-of-School Suspension	ii													
Involuntary Transfer to an Alternative Placement	ij													
Community Service	kk													
Juvenile Justice Or Criminal Justice System	II													
Law Enforcement	mm													
				Report the und	luplicated count of S	TUDENT OFFENDE	RS.							
Number of Unduplicated Student Offenders for Serious Incidents	nn		(Serious Offense		the Unduplicated Nu e, Sexual Offenses, A					arassment, and Bu	llying).			







Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use,	9. Use, Possessio
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale o Alcohol
Off School Property (that creates a risk of disruption within the school environment)	v													
Of the incidents reported in Row (t) above, report the number that occurred on School Transportation	8													
		Report the	number of incident	ts in row (a) that o	occurred during the r	egular school day	and after school h	ours. Unduplic	ated count. The s	um of row x and y i	nust equal	the numbe	er reported in	row (a).
During Regular School Hours	х											*		
Before or After Regular School Hours	у													
		Report the nu	umber of Targets/Vi	ictims that were st			dents in row (a). Do	iplicated coun	t. A target/victim	must be counted n	ore than o	nce if he/s	he is a target/	victim of m
Number of Student Targets/Victims	z													
Number of Staff Targets/Victims	aa													
Number of "Other" Targets/Victims	bb													
		Report the number of Targets/Victims that were students, staff or other involved in incidents in row (a). Duplicated count. A target/victim must be counted more than one incident. Report the number of OFFENDERS that were students, staff or other involved in incidents in row (a). Duplicated count. An offender must be counted more than once if he												n one incide
Number of Student Offenders	СС													
Number of Staff Offenders	dd													
Number of "Other" Offenders	ee													
	- 1	Report the nu	mber of STUDENT (OFFENDERS that re	eceived the following	g type of discplina	ry action or referra	l (Report all th	at apply).					
Counseling or Treatment Programs	ff													
Teacher Removal (Section 3214)	gg													
In School Suspension	hh													
Out-of-School Suspension	ii													
Involuntary Transfer to an Alternative Placement	jj													
Community Service	kk													
Juvenile Justice Or Criminal Justice System	II													
Law Enforcement	mm													
				Report the und	luplicated count of S	TUDENT OFFENDE	RS.							
Number of Unduplicated Student Offenders for	nn		(Serious Offense		the Unduplicated Nu e, Sexual Offenses, A					arassment, and Bu	llying).			







Biased-Related Incidents

Based on the following:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability

- sexual orientation,
- gender (including gender identity and expression)
- sex
- or other (physical characteristics, age, socio-economic status, health condition, housing, domestic relationships, social/academic status, etc.)

Glossary of Terms

http://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/glossary201718.html









SSEC Form Parts 2-6

Part 2	Victims of Violent Criminal Offenses and Unsafe School Transfers
Part 3	Police or Safety Officer in the School
Part 4	School-Related Arrests
Part 5	Weapon Type and Fire-Arms Related Offenses and Suspensions
Part 6	Superintendent/Charter School Leader Information









Parts 2, 3, and 4

BOCES forms)			
During the current school year, how many students were determined by the Superintendent of Schools or Charter	- 1		
Schools Leader to have been a victim of a violent criminal offense pursuant to the Everγ Student Succeeds Act (regardless of when the offense took place)?	а		
Of the students counted above (a), how many requested to transfer to another school in the district, including a charter school?	b		
Of the students counted above (b), how many accepted the transfer to another school in the district, including a charter school?	С		323
Was the school on the list of persistently dangerous schools during the current school year? If yes, answer the next two questions.	d	YES	NO
If the school was designated as a persistently dangerous school during the current school γear, how manγ students requested to transfer to a safe school, including a charter school, within the district or LEA?	е		
Of the students in part (e), how many accepted the transfer offer and enrolled in another school?	f		

Part 3: Police or Safety Officer in the School		
Is there a safetγ agent, police or other safetγ resource officer present in γour school on a regularlγ scheduled basis?	YES	NO

Part 4: School-Related Arrests: Report the total number of school-related arrests.*





Parts 5 and 6

Part 5: Weapon Type	and Fire-Arms-Rela	ted Offenses and	d Suspensions:
---------------------	--------------------	------------------	----------------

Enter the duplicated number of student offenders involving each of the following weapons at school and the disciplinary action taken.**

		General Education Students	Students with Disabilities
Weapon Type and Fire-Arms-Related Offenses: Enter the number of student offenders involving ea	ch of the f	following weap	ons at school
Handguns	a		
Rifle or Shotgur	b		
Other (any firearm other than a handgun, rifle or shotgun	с		
Multiple (Use of more than one of the above	d		
Total	e		
For the students who brought firearms to school reflected in Row (e), report the disciplinary action	imposed i	n rows (f) thro	ugh (I) below.
suspended for one year (180 school days) and were provided instruction (including alternative placement):	f f		
suspended for one year (180 school days) and were not provided instruction (including alternative placement):			
suspension was modified to LESS THAN ONE YEAR (180 school days) andwere provided instruction (including alternative placement):	h		
suspension was modified to LESS THAN ONE YEAR (180 school days) and were NOT provided instruction (including alternative placement).			
received no suspension because the student was removed for other reasons such as death, withdrawal or incarceration	1		
received a different disciplinary action (this should be rare)	k		
received no disciplinary action (this should be extremely rare)	i.		

For further explanation see Glossary of Terms and Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015, 20 U.S.C. sections 6301 et seq., (Public Law 114-95, title 1, section 1111(h)(1)(C)(viii)(l), 129 STAT. 1802

**This is required by USDOE Code C086 Students involved with Firearms and data submission used to monitor and report on the Gun-Free Schools and Communities Act

Part 6: Superintendent/Charter School Leader Information Operintendent/Charter School Leader Information Date: Date: Phone: Fax: Unsare School Unite: (Presse note-Up not complete this section on the District form or BULES form, is the following statement true? "This school is in compliance with the unsafe school choice provisions of Elementary and Secondary Education Act of 1995, as amended by the Every Student Succeeds Act of 2015, 20 U.S.C. sections 6301 et seq., (Public Law 114-95, title 1, section 832, 129 STAT. 1802): Education Law \$2802(7)." [See Instruction for Advanced Leader (IRI) where the act of sending 1.



In the hallway during school hours a student punched another student's shoulder.

- The target student said there was no injury.
- The school nurse checked the target student's shoulder and documented there was no visible injury.
- A thorough investigation documented the action was not bias related. (investigation notes were retained)
- Based on investigation, this was not group or gang related.
- The aggressor received an in-school suspension for this code of conduct violation.
- How is this example reported?

 New York State Education Department







No injury

Not reportable

If the incident was reportable, it would be reported as an incident on **line a**, and reported on the applicable lines **b** – **nn**.

If the incident is **not** reportable on **line a**, it is **not** reported on lines **b** – **nn**.







School Year 201	L7-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data	Collection	Form (Rev	vised 1	0/23/	17)	
Part 1:Dignity for All Students Act (DAS			2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use,	9. Use,
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	111111111111111111111111111111111111111	Alarm	Possession or Sale of Drugs	Possession or Sale of Alcohol
	Re	eport the tota	al number of incide	nts. Count each in	cident only one time	regardless of the	number of offende	ers or targets/	victims involved. I	Induplicated count	t.			
Total Number of Incidents	a													
					d count. *Note that Target/Victim's Relig					for additional info	mation.			
Total Number of Biased-Related Incidents	ь													
Race	С													
Ethnic Group	d													
National Origin	e													
Color	f													
Religion	g													
Religious Practices	h													
Disability	ī													
Gender	j													
Sexual Orientation	k													
Sex	1													
Weight	m	,				J.								
Other	n													
	F	Report the nu	mber of incidents i	n row (a) that wer	e gang or group rela	ted.								
Gang or Group Related	0													
	-	Report the nu	mber of incidents i	n row (a) that invo	lved a weapon, alco	hol or drugs.* Not	e these may be du	plicated count	ts if it involved mo	re than one catego	гу.			
Total Number of Incidents Not Involving a Weapon	р													
Total Number of Incidents Involving Weapons	q													
Number Reported in row q that Involved Firearms	q1													
Number Reported in row q that Involved Knives	q2													
Number Reported in row q that Involved Other Weapons	q3													
Number of Incidents Involving Alcohol	r													
Number of Incidents Involving Drugs	s													
	F	Report the lo	cation where incide	nts reported in ro	w (a) occurred - repo	ort each incident o	nly one time. Und	uplicated coun	it.					
On School Property (including on school transportation)	t													
At School Function Off Grounds	u													







Students A and B purposely tripped student C in the hall during school hours causing Student C to fall and break two teeth.

After investigation it was found that student C texted racial and religious slurs to students A and B every day for three days prior to the incident.

How is this example reported?









This is reported as two separate incidents: a serious physical injury and cyberbullying.

To report the serious physical injury incident:

Enter a "1" in **line a** category 3b Serious Physical Injury: fractured or broken bones or teeth

Enter a "1" on line p (not involving weapon) category 3b

Enter a "1" on line t (on school property) category 3b

Enter a "1" on line x (during school hours) category 3b

Enter a "1" on line z (student target) category 3b

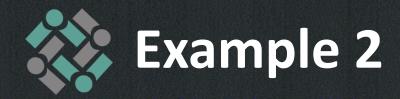
Enter a "2" on line cc (student offenders) category 3b

If applicable, report the number of student offenders who receive the disciplinary action or referral in **lines ff - mm.** Please refer to your code of conduct.

Enter a "2" on line nn (unduplicated offenders)







This is reported as two separate incidents: a serious physical injury and cyberbullying.

To report the cyberbullying:

Enter a "1" in line a category 5b cyberbullying

Enter a "2" on line b category 5b cyberbullying

Enter a "1" on line c (race) category 5b

Enter a "1" on line g (religion) category 5b

Enter a "1" on line p (total incidents not involving a weapon) category 5b

Enter a "1" on line v (off school property) category 5b

Enter a "1" on line y (before/after regular school hours) category 5b

Enter a "2" on line z (number of student targets/victims) category 5b

Enter a "1" on line cc (number of student offenders) category 5b

If applicable, report the number of student offenders who receive the

disciplinary action or referral in lines ff - mm. Please refer to your code of conduct.

Enter a "1" on line nn (unduplicated offenders)







School Year 201	17-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data			vised 1	10/23/	17)	
Part 1:Dignity for All Students Act (DAS	5A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use, Possession	9. Use, Possession
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale of Alcohol
	Re	eport the tota	al number of incide	nts. Count each inc	cident only one time	regardless of the	number of offende	ers or targets/	victims involved. (Induplicated count	t.			
Total Number of Incidents	а													
					d count. *Note that i Target/Victim's Relig			•		for additional infor	mation.			
Total Number of Biased-Related Incidents	ь													
Race	С													
Ethnic Group	р													
National Origin	e													T comm
Color	f											lota	ara	hav
Religion	g										1,	VOL	gra	yeu
Religious Practices	h													_
Disability	T											uta	e gra area:	S.
Gender	j													
Sexual Orientation	k					1								
Sex	1													
Weight	m	ļ,				1								,
Other	n													
	F	Report the nu	mber of incidents i	n row (a) that were	e gang or group rela	ted.								
Gang or Group Related	0													
	F	Report the nu	mber of incidents i	n row (a) that invo	olved a weapon, alco	hol or drugs.* Not	e these may be du	plicated coun	ts if it involved mo	re than one catego	огу.			100
Total Number of Incidents Not Involving a Weapon	Р	ĵ	·											
Total Number of Incidents Involving Weapons	q													
Number Reported in row q that Involved Firearms	q1													
Number Reported in row q that Involved Knives	q2													
Number Reported in row q that Involved Other Weapons	q3													
Number of Incidents Involving Alcohol	r													
Number of Incidents Involving Drugs	5													
	F	Report the lo	cation where incide	nts reported in ro	w (a) occurred - repo	ort each incident o	nly one time. Undu	uplicated coun	t.					
On School Property (including on school transportation)	t													
At School Function Off Grounds	u													







Off School Property (that creates a risk of disruption within the school environment) Of the incidents reported in Row (t) above, report the number that occurred on School Transportation Report the nu During Regular School Hours Before or After Regular School Hours V Report the number of Student Targets/Victims Number of Staff Targets/Victims Number of "Other" Targets/Victims bb	2a. Forcible Sex Offenses Offenses umber of incidents in row (a) t	3a. Physical Injury									
disruption within the school environment) Of the incidents reported in Row (t) above, report the number that occurred on School Transportation Report the num During Regular School Hours x Before or After Regular School Hours y Report the num Number of Student Targets/Victims z Number of "Other" Targets/Victims bb Report the numl Number of Student Offenders cc		re students, staff or oth	er involved in incid								
the number that occurred on School Transportation Report the nu During Regular School Hours Before or After Regular School Hours V Report the number of Student Targets/Victims Number of Staff Targets/Victims Number of "Other" Targets/Victims Description of Student Offenders Report the number of Student Offenders CC		re students, staff or oth	er involved in incid								
During Regular School Hours x Before or After Regular School Hours y Report the number of Student Targets/Victims z Number of Staff Targets/Victims aa Number of "Other" Targets/Victims bb Report the number of Student Offenders cc		re students, staff or oth	er involved in incid								
Report the number of Student Targets/Victims z Number of Staff Targets/Victims aa Number of "Other" Targets/Victims bb Report the number of Student Offenders cc	nber of Targets/Victims that w			dents in row (a). Do	uplicated coun	t. A target/victim	must be counted n	nore than o	nce if he/sl	ne is a target/	victim of mo
Number of Student Targets/Victims z Number of Staff Targets/Victims aa Number of "Other" Targets/Victims bb Report the numl	nber of Targets/Victims that w			dents in row (a). Di	uplicated coun	t. A target/victim	must be counted n	nore than c	nce if he/sl	ne is a target/	victim of mo
Number of Student Targets/Victims z Number of Staff Targets/Victims aa Number of "Other" Targets/Victims bb Report the numl	nber of Targets/Victims that w			dents in row (a). Du	uplicated coun	t. A target/victim	must be counted n	ore than o	nce if he/sl	he is a target/	victim of mo
Number of Staff Targets/Victims aa Number of "Other" Targets/Victims bb Report the numl		tha	n one incident.								
Number of Staff Targets/Victims aa Number of "Other" Targets/Victims bb Report the numl								- 2			
Number of "Other" Targets/Victims bb Report the numl Number of Student Offenders cc											
Report the numl Number of Student Offenders CC											
Number of Student Offenders CC											
THE STATE OF STREET STREET	nber of OFFENDERS that were	tudents, staff or other i	nvolved in incident	ts in row (a). Duplic	cated count. A	n offender must b	e counted more th	an once if h	e/she initia	ated more tha	n one incide
Number of Staff Offenders dd											
Number of "Other" Offenders ee											
Report the numb	ber of STUDENT OFFENDERS t	at received the following	g type of discplina	ry action or referra	l (Report all t	nat apply).					
Counseling or Treatment Programs ff											
Teacher Removal (Section 3214) gg											
In School Suspension hh											
Out-of-School Suspension ii											
Involuntary Transfer to an Alternative Placer lent jj											
Community Service kk											
Juvenile Justice Or Criminal Justice System II											
Law Enforcement mm											
		unduplicated count of									
Serious Incidents		ort the Unduplicated N icide, Sexual Offenses,	Assault, Weapons	Possession, Materi	al Incidents of	Discrimination, H	arassment, and Bu				







Student D brings a box cutter to school. Student E reports to a teacher aide that student D has a box cutter. The aide reports that a student may have a weapon and administrators follow district protocol for interviewing Student D. Student D turns over the box cutter to administrators during the interview.

During the interview, student D reported that the box cutter was protection from student A. Investigation found that students A, B, and C placed sticky notes on the locker and bus seat of student D. The notes appeared for three days. The notes said (racial slur), jail bait, low life. Student D began to cut class and student D's daily attendance declined for three weeks prior to bringing the box cutter to school.

How is this reported?







This series of related events is reported as two incidents.

One incident is reported as weapons possession.

Enter a "1" in line a category 4b weapons possession: other

Enter a "1" on line q (total number of incidents involving weapons) category 4b

Enter a "1" on line q2 (knives) category 4b

Enter a "1" on line t (on school property) category 4b

Enter a "1" on line x (during school hours) category 4b

Enter a "1" on line cc (student offenders) category 4b

If applicable, report the number of student offenders who receive the disciplinary action or referral in **lines ff - mm.** Please refer to your code of conduct.

Enter a "1" on line nn (unduplicated offender)







The incident of sticky notes is reported as a material incident of discrimination, harassment and bullying.

Enter a "1" on line a category 5a

Enter a "3" on **line b**, category 5a

Enter a "1" on line c (race), a 2 on line n (other) category 5a

Enter a "1" on **line o** (group related) category 5a

Enter a "1" on line p (not involving a weapon) category 5a

Enter a "1" on line t (on school property) category 5a

Enter a "1" on line w (on school transportation) category 5a

Enter a "1" on line x (during school hours) category 5a

Enter a "1" on line z (student victim) category 5a

Enter a "3" on line cc (student offenders) category 5a

If applicable, report the number of student offenders who receive the disciplinary action or referral in **lines ff - mm.** Please refer to your code of conduct.

Enter a "3" on line nn (unduplicated offenders)







School Year 201	.7-2	018: Sc	hool Safety	and the E	ducational (Climate (SS	EC) Summ	ary Data			ised 1	0/23/	17)	
Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	ć nt	7.54	8.Use,	9. Use,
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	6. Bomb Threat	7. False Alarm	Possession or Sale of Drugs	Possession or Sale of Alcohol
	Re	eport the tota	al number of incide	nts. Count each in	ident only one time	regardless of the	number of offende	ers or targets/	victims involved. I	Induplicated count				
Total Number of Incidents	а													
•					count. *Note that i arget/Victim's Relig					for additional infor	mation.			
Total Number of Biased-Related Incidents	ь													
Race	С													
Ethnic Group	d													
National Origin	е													
Color	f													
Religion	g										N	oto	arov	hou
Religious Practices	h										IN	ote	grey	yeu
Disability	ī													
Gender	j											ut a	reas	
Sexual Orientation	k													
Sex	1													
Weight	m				1	J. J.					L.			
Other	n													
	R	Report the nu	mber of incidents i	n row (a) that wer	e gang or group rela	ted.								
Gang or Group Related	0													
	R	Report the nu	mber of incidents i	n row (a) that invo	lved a weapon, alco	hol or drugs.* Not	e these may be du	plicated count	ts if it involved mo	re than one catego	ry.			
Total Number of Incidents Not Involving a Weapon	р													
Total Number of Incidents Involving Weapons	q													
umber Reported in row q that Involved Firearms	q1													
Number Reported in row q that Involved Knives	q2													
Number Reported in row q that Involved Other Weapons	q3													
Number of Incidents Involving Alcohol	г													
Number of Incidents Involving Drugs	5													
	R	Report the lo	cation where incide	nts reported in ro	w (a) occurred - repo	ort each incident o	nly one time. Undu	plicated coun	t.					
On School Property (including on school transportation)	t													







Part 1:Dignity for All Students Act (DAS	A)		2. Sexual	Offenses	3. Ass	ault	4. Weapons P Only		Discrimination,	Incidents of Harassment, and lying	6. Bomb	7. False	8.Use,	9. Use, Possession
and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2a. Forcible Sex Offenses	2b. Other Sex Offenses	3a. Physical Injury	3b. Serious Physical Injury	4a. Routine Security Check	4b. Other	5a. All Excluding Cyberbullying	5b. Cyberbullying	Threat	Alarm	or Sale of Drugs	or Sale of Alcohol
Off School Property (that creates a risk of disruption within the school environment)	v													
Of the incidents reported in Row (t) above, report the number that occurred on School Transportation	w													
		Report the	number of inciden	ts in row (a) that o	occurred during the r	egular school day	and after school h	ours. Unduplic	ated count. The s	um of row x and y i	nust equal	the number	er reported in 1	row (a).
During Regular School Hours	х)		
Before or After Regular School Hours	у													
		Report the nu	umber of Targets/Vi	ictims that were s	tudents, staff or oth	er involved in incid	dents in row (a). Do	uplicated coun	t. A target/victim	must be counted n	ore than o	once if he/s	he is a target/	victim of more
					tha	one incident.								
Number of Student Targets/Victims	z													
Number of Staff Targets/Victims	aa													
Number of "Other" Targets/Victims	bb													
		Report the n	umber of OFFENDER	RS that were stude	ents, staff or other in	volved in incident	s in row (a). Duplic	cated count. A	n offender must b	e counted more th	an once if I	ne/she initi	ated more tha	n one incident.
Number of Student Offenders	СС													
Number of Staff Offenders	dd													
Number of "Other" Offenders	ee													
		Report the nu	mber of STUDENT	OFFENDERS that re	eceived the following	g type of discplina	ry action or referra	l (Report all t	nat apply).					
Counseling or Treatment Programs	ff													
Teacher Removal (Section 3214)	gg													
In School Suspension	hh											Î		
Out-of-School Suspension	ii													
Involuntary Transfer to an Alternative Placen ent	jj													
Community Service	kk													
Juvenile Justice Or Criminal Justice System	II													
Law Enforcement	mm													
					luplicated count of S									
Number of Unduplicated Student Offenders for Serious Incidents	nn			s include Homicide	the Unduplicated Nu e, Sexual Offenses, A he/she initiated nun	ssault, Weapons I	Possession, Materi	al Incidents of	Discrimination, H					
*Items collected on this form are required by Educa	tion L	aw §2802 and	Commissioner's Re	gulation 100.2 (gg)	as amended in Dece	ember 2016 (http:/	/www.regents.nys	ed.gov/commo	on/regents/files/1	216p12a2.pdf).				







Individual Incident Report

Individual Incident Report (IIR) Form

Education Law §2802 and the Commissioner's regulation 100.2 (gg) require schools to report all violent or disruptive incidents that occur during the school year and summer months, between July 1 and June 30, including when summer school is in session. It is expected that schools collect the required information (below), electronically or in paper form, using a format such as the Individual Incident Report (IR). The format should be the basis for the submission of the annual School Safety and the Educational Climate (SSEC)Summary Data Collection Form. Do not send copies of IIR forms to SED.

ategory of Incident (Check any that apply): 1. Homicide
2a. Forcible Sex Offenses
2b. Other Sex Offenses
3a. Assault-Physical Injury
3b. Assault-Serious Physical Injury
4a. Weapons Possession: Routine Security Check
4b. Weapons Possession: Other
5a. Materials Incidents of Discrimination, Harassment, and Bullying (all excluding Cyberbullying)
5b. Cyberbullying
6. Bomb Threat
7. False Alarm
8. Use, Possession, or Sale of Drugs

Incident was biased related (Check any that apply):

9. Use, Possession, or Sale of Alcohol

c) Race	f) Color 🗆	i) Disability	I) Sex □
d) Ethnic Group 🗆	g) Religion 🗆	j) Gender □	m) Weight 🗆
e) National Origin 🗆	h) Religious Practices	k) Sexual orientation □	n) Other □
f the incident involv	or group-related		ne number of
f the incident involve eapons, by weapo (q1) Fire (q2) Kniv	ved the use of one or mo in type used, listed below arms ves		e number of
f the incident involve eapons, by weapo (q1) Fire	ved the use of one or mo n type used, listed below arms res er Weapons		e number of

Expected that schools collect the required information.

It is recommended that schools develop a documentation system to maintain all records for a single incident.

The school's documentation system must connect all records (incident report, investigative notes, IIR) for each incident.

Reports are to be kept at the school until the youngest person involved is 27 years old.

http://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/



Revised June 26, 2017





Incident Investigation

Incident Reported or Complaint Received

Not a reportable incident
Unfounded
(retain notes)

INVESTIGATION

Document steps of investigation and interviews

Complete Individual Incident Report

(retain at site of incident)

Report on SSEC









- ✓ Collect **building-level** incident data from July 1 to June 30 (including summer months and summer school)
- Collect district-level incident data from July 1 to June 30
- ✓ 2017-18 data submitted to the Department via the NYSED Application Business Portal at the end of the school year; July date to be announced by the Commissioner
- IIR reports must be kept until the youngest person involved in the incident is 27 years old*

*Records Retention and Disposition Schedule ED-1









Dignity Act Coordinator

- ✓ At least one employee in every school shall be designated as a Dignity Act Coordinator and receive special DASA training.
- ✓ The name(s) and contact information shall be shared with all school personnel, students, and persons in parental relation:
 - Listed in the Code of Conduct

New York State Education Department

- Posted on School/District Website
- Posted in highly-visible areas of school building
- Available at District and school level administrative offices
- Notify person in parental relation yearly

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Dignity Act Coordinator Poster



If you see or hear something...

Do Something!

TAKE A STAND AGAINST BULLYING, CYBERBULLYING, HARASSMENT & DISCRIMINATION

Someone you can talk to:

(Your school's Dignity Act Coordinator)











Contact Information

NYSED Student Support Services 518-486-6090

http://www.p12.nysed.gov/sss/

Questions SSEC@nysed.gov

New York State Center for School Safety 844-509-7161 www.nyscfss.org



