

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

Spring 2018

Updated November 2019



New York State  
Education Department



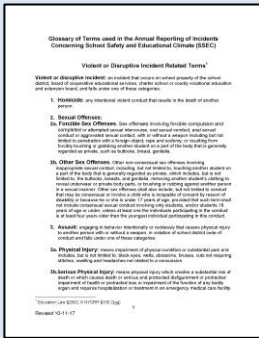
New York State  
Center for School Safety  
Providing support to schools,  
families, and communities





# Materials for today's Webinar

## ✓ Glossary

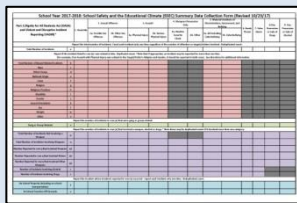


## ✓ Complaint Form

## ✓ 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**

**Educational**

**LENS**

- 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 2017-2018: <del>School Safety and the Educational Climate (SSEC) Summary Data Collection Form (Revised 10/23/17)</del>													
Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*		2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
		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				
Report the total number of incidents. Count each incident only one time regardless of the number of offenders or targets/victims involved. Unduplicated count.													
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Report if the incident listed in row (a) was related to bias. Duplicated count. *Note that if appropriate, an incident may be reported for more than one bias. (for example, if an Assault with Physical Injury was related to the Target/Victim's Religion and Gender, it should be reported in both rows). See directions for additional information.													
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Race	c												
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National Origin	e												
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Disability	i												
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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





# SVI Calculation

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

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# Incidents involving a weapon, alcohol, or drugs

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# Incidents on school property or at a school function off grounds

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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													
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Number of "Other" Targets/Victims	bb													
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Report the number of STUDENT OFFENDERS that received the following type of disciplinary action or referral (Report all that 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	ll													
Law Enforcement	mm													
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\*Items collected on this form are required by Education Law §2802 and Commissioner's Regulation 100.2 (gg) as amended in December 2016 (<http://www.regents.nysed.gov/common/regents/files/1216p12a2.pdf>).





# Reporting using SSEC

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Number of Staff Targets/Victims	aa													
Number of "Other" Targets/Victims	bb													
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/she initiated more than one incident.														
Number of Student Offenders	cc													
Number of Staff Offenders	dd													
Number of "Other" Offenders	ee													
Report the number of STUDENT OFFENDERS that received the following type of disciplinary action or referral (Report all that 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	ll													
Law Enforcement	mm													
Report the unduplicated count of STUDENT OFFENDERS.														
Number of Unduplicated Student Offenders for Serious Incidents	nn	Report the Unduplicated Number of Student Offenders Involved in Serious Offenses in row (a) (Serious Offenses include Homicide, Sexual Offenses, Assault, Weapons Possession, Material Incidents of Discrimination, Harassment, and Bullying). Count each individual only once if he/she initiated numerous incidents in one or more categories. Count unknown offenders as separate individuals.												

\*Items collected on this form are required by Education Law §2802 and Commissioner's Regulation 100.2 (gg) as amended in December 2016 (<http://www.regents.nysed.gov/common/regents/files/1216p12a2.pdf>).





# Reporting using SSEC

Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
			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				
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 incidents in row (a) that occurred during the regular school day and after school hours. Unduplicated count. The sum of row x and y must equal the number reported in row (a).														
During Regular School Hours	x													
Before or After Regular School Hours	y													
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 once if he/she is a target/victim of more than one incident.														
Number of Student Targets/Victims	z													
Number of Staff Targets/Victims	aa													
Number of "Other" Targets/Victims	bb													
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/she initiated more than one incident.														
Number of Student Offenders	cc													
Number of Staff Offenders	dd													
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Report the number of STUDENT OFFENDERS that received the following type of disciplinary action or referral (Report all that apply).														
Counseling or Treatment Programs	ff													
Teacher Removal (Section 3214)	gg													
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Involuntary Transfer to an Alternative Placement	jj													
Community Service	kk													
Juvenile Justice Or Criminal Justice System	ll													
Law Enforcement	mm													
Report the unduplicated count of STUDENT OFFENDERS.														
Number of Unduplicated Student Offenders for Serious Incidents	nn	Report the Unduplicated Number of Student Offenders Involved in Serious Offenses in row (a) (Serious Offenses include Homicide, Sexual Offenses, Assault, Weapons Possession, Material Incidents of Discrimination, Harassment, and Bullying). Count each individual only once if he/she initiated numerous incidents in one or more categories. Count unknown offenders as separate individuals.												

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# 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

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







# Parts 2, 3, and 4

## Part 2: Victims of Violent Criminal Offenses and Unsafe School Transfers (Note: Do not complete this section on the District or BOCES forms)

<del>During the current school year, how many students were determined by the Superintendent of Schools or Charter Schools Leader to have been a victim of a violent criminal offense pursuant to the Every Student Succeeds Act (regardless of when the offense took place)?</del>			
Of the students counted above (a), how many requested to transfer to another school in the district, including a charter school?	a		
Of the students counted above (b), how many accepted the transfer to another school in the district, including a charter school?	b		
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 year, how many students requested to transfer to a safe school, including a charter school, within the district or LEA?	e		
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 safety agent, police or other safety resource officer present in your school on a regularly 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-Related Offenses and 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 each of the following weapons at school		
Handguns	a	
Rifle or Shotgun	b	
Other (any firearm other than a handgun, rifle or shotgun)	c	
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 in rows (f) through (l) below.		
suspended for one year (180 school days) and were provided instruction (including alternative placement):	f	
suspended for one year (180 school days) and were not provided instruction (including alternative placement):	g	
suspension was modified to LESS THAN ONE YEAR (180 school days) and were 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):	i	
received no suspension because the student was removed for other reasons such as death, withdrawal or incarceration:	j	
received a different disciplinary action (this should be rare):	k	
received no disciplinary action (this should be extremely rare):	l	

\*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(b)(1)(C)(viii)(i), 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**

Superintendent/Charter School Leader:		
Email Address:		
Date:		
Phone:		
Fax:		
Unsafe School Choice: (Please Note-Do not complete this section on the District form or SDCES form, is the following statement true?)		
*This school is in compliance with the unsafe school choice provisions of 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 8532, 129 STAT. 1802); Education Law §2802(7) .*		
(See instructions for a description of Unsafe School Choice provisions.)		
Code of Conduct:	YES	NO
Provide the web address (URL) where the code of conduct		





# Example 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?**





# Example 1

- 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**.





# Example 1

School Year 2017-2018: School Safety and the Educational Climate (SSEC) Summary Data Collection Form (Revised 10/23/17)													
Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*	1. Homicide	2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
		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				
Report the total number of incidents. Count each incident only one time regardless of the number of offenders or targets/victims involved. Unduplicated count.													
Total Number of Incidents	a												
Report if the incident listed in row (a) was related to bias. Duplicated count. *Note that if appropriate, an incident may be reported for more than one bias. (for example, if an Assault with Physical Injury was related to the Target/Victim's Religion and Gender, it should be reported in both rows). See directions for additional information.													
Total Number of Biased-Related Incidents	b												
Race	c												
Ethnic Group	d												
National Origin	e												
Color	f												
Religion	g												
Religious Practices	h												
Disability	i												
Gender	j												
Sexual Orientation	k												
Sex	l												
Weight	m												
Other	n												
Report the number of incidents in row (a) that were gang or group related.													
Gang or Group Related	o												
Report the number of incidents in row (a) that involved a weapon, alcohol or drugs.* Note these may be duplicated counts if it involved more than one category.													
Total Number of Incidents Not Involving a Weapon	p												
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												
Report the location where incidents reported in row (a) occurred - report each incident only one time. Unduplicated count.													
On School Property (including on school transportation)	t												
At School Function Off Grounds	u												





# Example 2

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?**





# Example 2

Content  
updated  
11/2019

Content updated 11/2019: This is reported as one incident. As per the SSEC instructions, “Each incident must be reported only once in only one category. For incidents that fit more than one category, choose the most serious (the higher weighted category).”

The incident would be reported as a Serious Physical Injury, the cyberbullying would not be reported.

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)





# Example 2

Content  
updated  
11/2019

**This incident would be reported as a Serious Physical Injury, the cyberbullying would not be reported.**

**Content updated 11/2019: This is reported as one incident. As per the SSEC instructions, “*Each incident must be reported only once in only one category. For incidents that fit more than one category, choose the most serious (the higher weighted category).*”**







# Example 2

Content updated 11/2019

School Year 2017-2018: School Safety and the Educational Climate (SSEC) Summary Data Collection Form (Revised 10/23/17)													
Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*	1. Homicide	2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
		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				
Report the total number of incidents. Count each incident only one time regardless of the number of offenders or targets/victims involved. Unduplicated count.													
Total Number of Incidents	a												
Report if the incident listed in row (a) was related to bias. Duplicated count. *Note that if appropriate, an incident may be reported for more than one bias. (for example, if an Assault with Physical Injury was related to the Target/Victim's Religion and Gender, it should be reported in both rows). See directions for additional information.													
Total Number of Biased-Related Incidents	b												
Race	c												
Ethnic Group	d												
National Origin	e												
Color	f												
Religion	g												
Religious Practices	h												
Disability	i												
Gender	j												
Sexual Orientation	k												
Sex	l												
Weight	m												
Other	n												
Report the number of incidents in row (a) that were gang or group related.													
Gang or Group Related	o												
Report the number of incidents in row (a) that involved a weapon, alcohol or drugs. * Note these may be duplicated counts if it involved more than one category.													
Total Number of Incidents Not Involving a Weapon	p												
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												
Report the location where incidents reported in row (a) occurred - report each incident only one time. Unduplicated count.													
On School Property (including on school transportation)	t												
At School Function Off Grounds	u												

Note grayed out areas.





# Example 2

Content updated 11/2019

Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*	1. Homicide	2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
		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				
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 incidents in row (a) that occurred during the regular school day and after school hours. Unduplicated count. The sum of row x and y must equal the number reported in row (a).													
During Regular School Hours	x												
Before or After Regular School Hours	y												
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 once if he/she is a target/victim of more than one incident.													
Number of Student Targets/Victims	z												
Number of Staff Targets/Victims	aa												
Number of "Other" Targets/Victims	bb												
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/she initiated more than one incident.													
Number of Student Offenders	cc												
Number of Staff Offenders	dd												
Number of "Other" Offenders	ee												
Report the number of STUDENT OFFENDERS that received the following type of disciplinary action or referral (Report all that 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	ll												
Law Enforcement	mm												
Report the unduplicated count of STUDENT OFFENDERS.													
Number of Unduplicated Student Offenders for Serious Incidents	nn	Report the Unduplicated Number of Student Offenders Involved in Serious Offenses in row (a) (Serious Offenses include Homicide, Sexual Offenses, Assault, Weapons Possession, Material Incidents of Discrimination, Harassment, and Bullying). Count each individual only once if he/she initiated numerous incidents in one or more categories. Count unknown offenders as separate individuals.											

\*Items collected on this form are required by Education Law §2802 and Commissioner's Regulation 100.2 (gg) as amended in December 2016 (<http://www.regents.nysed.gov/common/regents/files/1216p12a2.pdf>).





# Example 3

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?





# Example 3

Content  
updated  
11/2019

Content updated 11/2019: This is reported as one incident. As per the SSEC instructions, "Each incident must be reported only once in only one category. For incidents that fit more than one category, choose the most serious (the higher weighted category)."

**The incident would be reported as Weapons Possession, the bullying would not be reported.**

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)





# Example 3

Content  
updated  
11/2019

The incident would be reported as Weapons Possession, the bullying would not be reported.

**Content updated 11/2019:** This is reported as one incident. As per the SSEC instructions, *“Each incident must be reported only once in only one category. For incidents that fit more than one category, choose the most serious (the higher weighted category).”*





# Example 3

Content updated 11/2019

School Year 2017-2018: School Safety and the Educational Climate (SSEC) Summary Data Collection Form (Revised 10/23/17)													
Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*	1. Homicide	2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
		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				
Report the total number of incidents. Count each incident only one time regardless of the number of offenders or targets/victims involved. Unduplicated count.													
Total Number of Incidents	a												
Report if the incident listed in row (a) was related to bias. Duplicated count. *Note that if appropriate, an incident may be reported for more than one bias. (for example, if an Assault with Physical Injury was related to the Target/Victim's Religion and Gender, it should be reported in both rows). See directions for additional information.													
Total Number of Biased-Related Incidents	b												
Race	c												
Ethnic Group	d												
National Origin	e												
Color	f												
Religion	g												
Religious Practices	h												
Disability	i												
Gender	j												
Sexual Orientation	k												
Sex	l												
Weight	m												
Other	n												
Report the number of incidents in row (a) that were gang or group related.													
Gang or Group Related	o												
Report the number of incidents in row (a) that involved a weapon, alcohol or drugs.* Note these may be duplicated counts if it involved more than one category.													
Total Number of Incidents Not Involving a Weapon	p												
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												
Report the location where incidents reported in row (a) occurred - report each incident only one time. Unduplicated count.													
On School Property (including on school transportation)	t												
At School Function Off Grounds	u												

Note greyed out areas.





# Example 3

Content updated 11/2019

Part 1: Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)*		1. Homicide	2. Sexual Offenses		3. Assault		4. Weapons Possession Only		5. Material Incidents of Discrimination, Harassment, and Bullying		6. Bomb Threat	7. False Alarm	8. Use, Possession or Sale of Drugs	9. Use, Possession or Sale of Alcohol
			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				
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 incidents in row (a) that occurred during the regular school day and after school hours. Unduplicated count. The sum of row x and y must equal the number reported in row (a).														
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Out-of-School Suspension	ii													
Involuntary Transfer to an Alternative Placement	jj													
Community Service	kk													
Juvenile Justice Or Criminal Justice System	ll													
Law Enforcement	mm													
Report the unduplicated count of STUDENT OFFENDERS.														
Number of Unduplicated Student Offenders for Serious Incidents	nn	Report the Unduplicated Number of Student Offenders Involved in Serious Offenses in row (a) (Serious Offenses include Homicide, Sexual Offenses, Assault, Weapons Possession, Material Incidents of Discrimination, Harassment, and Bullying). Count each individual only once if he/she initiated numerous incidents in one or more categories. Count unknown offenders as separate individuals.												

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# 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 (IIR). 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.

Category 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 Checks	
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	
9. Use, Possession, or Sale of Alcohol	

Incident was biased related (Check any that apply):

c) Race <input type="checkbox"/>	f) Color <input type="checkbox"/>	i) Disability <input type="checkbox"/>	l) Sex <input type="checkbox"/>
d) Ethnic Group <input type="checkbox"/>	g) Religion <input type="checkbox"/>	j) Gender <input type="checkbox"/>	m) Weight <input type="checkbox"/>
e) National Origin <input type="checkbox"/>	h) Religious Practices <input type="checkbox"/>	k) Sexual orientation <input type="checkbox"/>	n) Other <input type="checkbox"/>

Incident was: (Check if applies)

\_\_\_ (o) Gang or group-related

If the incident involved the use of one or more weapons, indicate the number of weapons, by weapon type used, listed below:

- \_\_\_ (q1) Firearms
- \_\_\_ (q2) Knives
- \_\_\_ (q3) Other Weapons

Incident was: (Check any that apply)

- \_\_\_ (r) Involving Alcohol
- \_\_\_ (s) Involving Drugs

Revised June 26, 2017

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.

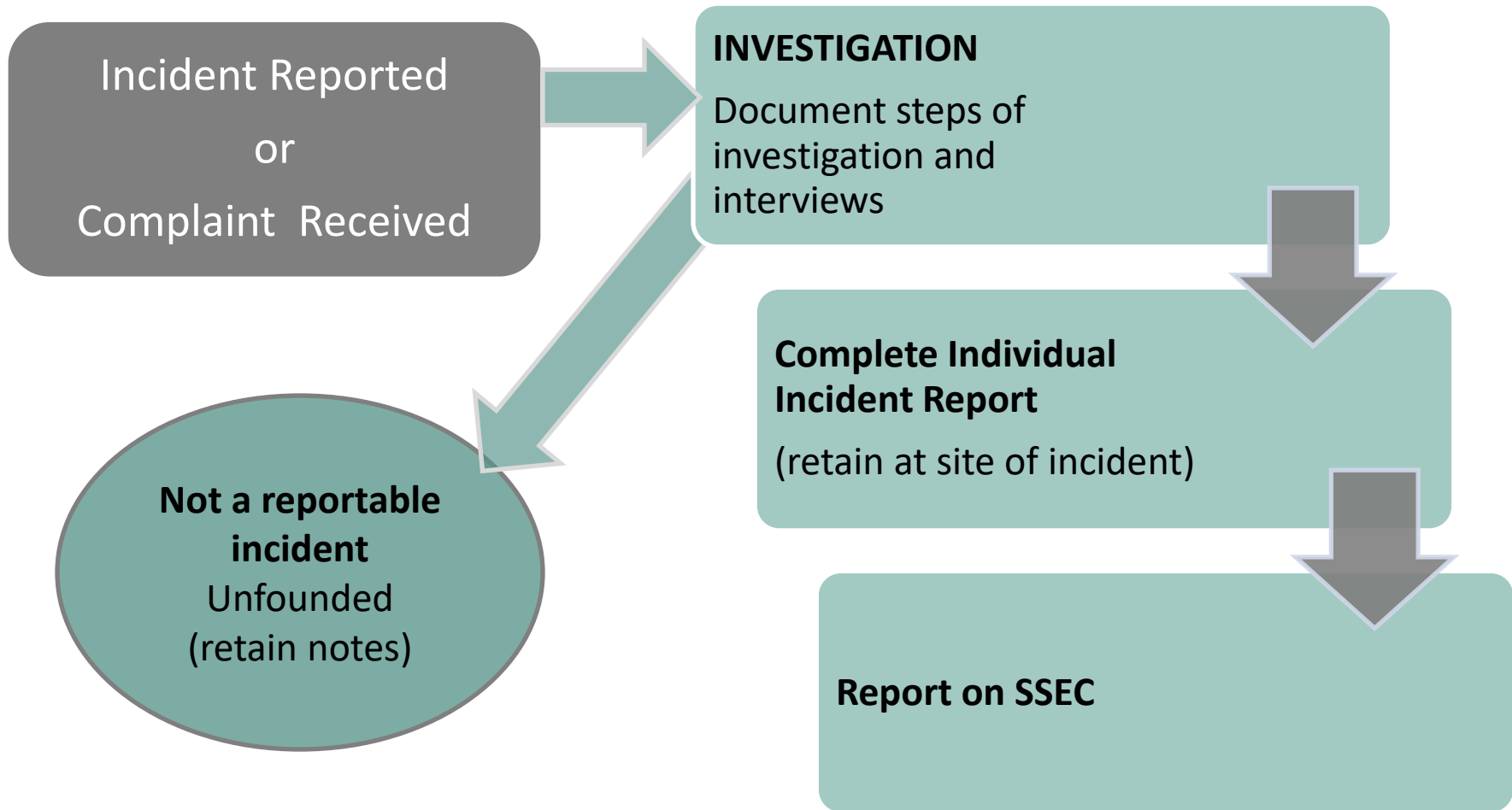
<http://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/>







# Incident Investigation





# Timeline

- ✓ 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
  - 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)

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# Contact Information

**NYSED Student Support Services**

**518-486-6090**

**<http://www.p12.nysed.gov/sss/>**

**Questions [SSEC@nysed.gov](mailto:SSEC@nysed.gov)**

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**New York State Center for School Safety**

**844-509-7161**

**[www.nyscfss.org](http://www.nyscfss.org)**

