

## SCHOOL SAFETY AND EDUCATIONAL CLIMATE (SSEC) REPORTING

The Board of Education is committed to promoting and maintaining the safety of all students, staff, and visitors to the schools. The Board is also committed to maintaining a school environment that is free from harassment, bullying, and discrimination. Consistent with these commitments and in accordance with state law and regulation, the District will submit an annual report to the Commissioner of Education regarding violent and disruptive incidents and material incidents of harassment, bullying, and discrimination, as part of the New York State Education Department's School Safety and Educational Climate (SSEC) Summary Data Collection. In addition, the Board will use this data to assess the safety and educational climate of its schools and, where appropriate, identify and take steps to improve the safety, security, and well-being of its students, staff, and visitors.

### Reporting Requirement

Building Principals are responsible for ensuring all violent and disruptive incidents as well as material incidents of harassment, bullying, and discrimination, which have occurred on school grounds, at a school function, or at a school-sponsored event, are properly entered into the District's student information system. The Superintendent of Schools and/or designee(s) thereof shall review such data on a regular basis. The Department of Safety and Security will then compile this data and generate a report as part of the end of year reporting provided to the Superintendent in June of each school year. The Superintendent or designee thereof will ensure the annual summary report contains all the information required by law and is filed with the Commissioner on or before the basic educational data system (BEDS) reporting deadline or such other date set by the Commissioner.

Additionally, Building Principals are required to provide a regular report on data and trends related to harassment, bullying, and/or discrimination to the Superintendent at least once during each school year.

### Record Retention

The District is responsible for assuring that copies of each SSEC report, both individual and summary reports, are retained in accordance with the Retention and Disposition Schedule LGS-1 for New York Local Government Records. Individual incident report forms will not be kept in a student's cumulative folder nor sent to the next school or district the student attends. The District, in consultation with the District's legal department and/or attorney(s), shall contact State Archives with any questions regarding the retention of school violence and dangerous school records.

### Confidentiality

Any violent or disruptive incident or harassment, bullying, and discrimination report prepared in accordance with law shall be available for inspection by the State Education Department upon request. All names and other personally identifiable information included in any report are confidential and shall not be disclosed to any person for use by any person for

purposes other than the reporting purposes in Education Law §2802, except as otherwise authorized by law.

Cross-ref: 0115, Student Harassment and Bullying Prevention and Intervention

Ref: Education Law §§10-18; 2802  
Local Government Records Law, Article 57-A  
8 NYCRR §§100.2(gg); 185.15 (Appendix L)

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