

# REPORT OF INCIDENTS CONCERNING SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE July 1, 2013 through June 30, 2014

**Do NOT send this paper form to SED**

**School Name:**

**BEDS Code (12 digits):**

**This paper form must be used only for the local gathering of data. Data represented in this form are required to be submitted to SED via the online BEDS IMF application. Your district's BEDS coordinator or superintendent will have details and protocol for entering data.**

**PART 1: VIOLENT AND DISRUPTIVE INCIDENT REPORTING (VADIR):** VADIR incidents must be reported in only one category. If an incident involves more than one category, report it only in the **most serious** category. For example: if an incident involves robbery (category 3) and assault with physical injury (category 7), report the incident in category 3 (robbery). For all categories, **at least one offender** must be reported for each incident. If an offender is unknown, report the incident as having an offender of “Other.” For incidents in categories 1 through 4, categories 6 through 13 and category 20, **at least one victim** must be reported for each incident. Note that both the school (as an entity) and the offender (as an individual) can be the victims of an incident. For incidents in categories 1 through 8 and any incident involving a weapon (as defined in the VADIR Glossary), consequences for student offenders **must** result in a disciplinary or referral action listed in columns (j) through (o). Consequences are not required for staff and other/unknown offenders. Incidents in categories 9-13, 16, and 20 should be reported only if a weapon was involved or if the consequences result in a disciplinary or referral action listed in columns (j) through (o). Schools reporting no incidents must report zero (0) in categories 1-20 column (a) and Item 4. Questions must be answered in Item 7 and Item 8, and the superintendent certifications must be completed. Additional documentation (including glossary of terms, instructions and Q&A documents) can be found at [http://www.p12.nysed.gov/irs/school\\_safety/vadir\\_collection.html](http://www.p12.nysed.gov/irs/school_safety/vadir_collection.html).

**1. Violent and Disruptive Incidents:** Report duplicated counts of offenders and victims. That is to say, offenders and victims must be counted each time they were involved in an incident.

[illegible]

[illegible]

Incident Category	Number of Incidents (a)	Number of Offenders (Duplicated count. Offenders must be counted more than once if they commit more than one offense.)			Number of Victims (Duplicated count. Victims must be counted more than once if they are victims of more than one offense.)			Number of Incidents		How many enrolled student offenders were assigned or referred to: (Report all consequences)						
		Students (b)	Staff (c)	Other (d)	Students (e)	Staff (f)	Other (g)	Involving Alcohol or Drugs (h)	On School Transportation (i)	Counseling or Treatment Programs (j)	Teacher Removal (Section 3214) (k)	Suspension From Class or Activities (l)	Out-of-School Suspension (m)	Transfer to Alternative Ed Program (n)	Law Enforcement or Juvenile Justice (o)	
<b>16. Riot:</b> four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.																
With weapon(s)					NA	NA	NA									
Without weapon(s)					NA	NA	NA									
<b>Incidents Involving the Possession of Weapons, Drugs, or Alcohol (not reported in Categories 1–16).</b>																
<b>17. Weapons Possession Only:</b> Report incidents where weapons were found through screening at the building entrance separately from other weapons possession incidents.																
17.1. Weapon(s) confiscated through entry screening					NA	NA	NA									
17.2. Weapon(s) found under other circumstances					NA	NA	NA									
18. Use, Possession, or Sale of Drugs					NA	NA	NA	NA								
19. Use, Possession, or Sale of Alcohol					NA	NA	NA	NA								
<b>20. Other Disruptive Incidents:</b> incidents involving disruption to the educational process serious enough to lead to consequence listed in (j–o). These incidents are in violation of the district code of conduct.																

## 2. Other Information Regarding Intimidation, Harassment, Menacing, or Bullying (not reported in category 10)

Enter number of reports of alleged incidents of intimidation, harassment, menacing, or bullying of students or staff reported to the school principal or other school administrator responsible for student discipline by any source, such as a staff member, student, parent, or other concerned citizen, that did <u>not</u> result in a disciplinary action listed in columns j–o of Item 1 of this form. Do not include incidents reported in category 10.	Number of Reports

## 3. Incidents where the Offender is *Not* an Enrolled Student.

Of the total number of incidents reported in VADIR categories 1–20, how many referrals involved:	The School of Enrollment	Law Enforcement or Criminal Justice	Other Disciplinary Action
a. Staff (any paid employee of this school or district)			
b. Other Offenders (not enrolled in or employed by this district)			

## 4. Location, Time, and Nature of Incidents

Of the total number of incidents reported in VADIR categories 1–20, how many incidents occurred/were:					
a. on school property		c. during regular school hours		e. gang related	
b. at school-sponsored function off school grounds		d. before or after regular school hours		f. bias related	
<b>Note: The sum of a.+ b. must equal the sum of c.+ d. Do <u>not</u> report Item 2 counts here.</b>					

## 5. Weapon Type and Firearms-Related Suspensions

	1. Handguns	2. Rifles/ Shotguns	3. Other Firearms	4. Knives	5. Chemical/ Biological Agents	6. Other Weapons
a. Enter the duplicated number of <b>student offenders</b> reported in VADIR categories 1-4, 6-13, 16, and 17 involving each of the following weapons:						
<b>Parts b) through e) refer only to students who brought a firearm to or possessed a firearm at school.</b>					General Education Students	Students With Disabilities
b. Of the number of students entered in part a) categories 1-3 above, how many were suspended for one year (180 school days) for bringing a <b>firearm</b> to or for possessing a <b>firearm</b> at school?						
c. Of the students suspended for a <b>firearms</b> incident in part b) above, how many had their suspensions shortened to less than one year?						
d. How many students reported in b) were transferred to an alternative education program?						
e. How many students reported in c) were transferred to an alternative education program?						

## 6. Victims of Violent Criminal Offenses and Unsafe School Transfers

a. During the 2013-14 school year, how many students were determined by the Superintendent of Schools (or Chief Executive Officer of a charter school) to have been a victim of a violent criminal offense pursuant to the No Child Left Behind Act (regardless of when the offense took place)?		
b. Of the students in part a), how many were given the opportunity to transfer to another school in the district, including a charter school?		
c. Of the students in part b), how many accepted the transfer offer and enrolled in another school?		
d. Was the school on the list of persistently dangerous schools during the 2013-14 school year? If yes, answer parts (e) and (f)	Yes	No
e. If the school has been identified by the State Education Department as a persistently dangerous school, how many students were given the opportunity to transfer to a safe school—including a charter school—within the district or LEA during the 2013-14 school year?		
f. Of the students in part e), how many accepted the transfer offer and enrolled in another school?		

## 7. Police or Safety Officer in the School

	Yes	No
Is there a police officer or other safety officer present in your school on a regularly scheduled basis?		
If Yes, did that officer provide information used to determine which incidents should be reported and in which categories they should be reported?		

## 8. Unduplicated Offender Count for Serious Incidents

How many different individuals were offenders in all of the serious incidents (any incident in VADIR categories 1-8 plus incidents in VADIR categories 9-17 that involved a weapon)? Count each individual only once even if he or she committed numerous offenses in one or more categories. Count unknown offenders as separate individuals.	Number of Offenders

## 9. Superintendent Certification (VADIR)

I certify that the data reported here are complete and accurate to the best of my knowledge.

Superintendent Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Area Code Number Area Code Number

### Unsafe School Choice:

Is the following statement true?

*“This school is in compliance with the unsafe school choice provisions of the No Child Left Behind Act.”*  
(See instructions for a description of Unsafe School Choice provisions.)

Yes

No

### Code of Conduct:

Provide the web address (URL) where the Code of Conduct can be found.  
Remember to include the http:// prefix in your entry. If no Code of Conduct is  
posted on the web, enter “None” (without quotation marks).  
(See instructions for a description of Code of Conduct requirements.)

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**PART 2: DIGNITY FOR ALL STUDENTS ACT (DIGNITY ACT):** Report all material incidents of discrimination and/or harassment; even if they occurred in combination with other incidents reported under the VADIR categories above. If a material incident involves more than one category of discrimination and/or harassment, include all counts in all categories that apply. Category definitions are summarized in this document and detailed in the **Dignity for All Students Act Glossary and Acronym Guide**. For additional information on the Dignity for All Students Act (including glossary of terms, instructions and Q&A documents), please consult the resource documents located at [http://www.p12.nysed.gov/irs/school\\_safety/dasa\\_collection.html](http://www.p12.nysed.gov/irs/school_safety/dasa_collection.html).

## 1. Material Incidents of Discrimination and/or Harassment:

Incident Types	Nature of Material Incidents of Discrimination and/or Harassment (Duplicated counts. Incidents must be counted more than once if they involve more than one category)												
	Race (a)	Ethnic Group (b)	National Origin (c)	Color (d)	Religion (e)	Religious Practice (f)	Disability (g)	Gender (h)	Sexual Orientation (i)	Sex (j)	Weight (k)	Other (m)	Total Count (Auto-sum) <sup>2</sup>
<b>1. Count of Incidents by Location<sup>1</sup></b>													
1.a Incidents occurring on school property													
1.b Incidents occurring at school-sponsored function off school grounds													
<b>2. Count of Incidents by Type of Discrimination/Harassment<sup>1</sup></b>													
2.a Incidents involving intimidation or abuse but no verbal threat or physical contact													
2.b Incidents involving verbal threat but no physical contact													
2.c Incidents involving physical contact but no verbal threat													
2.d Incidents involving both verbal threat and physical contact													
<b>3. Count of Incidents by Offender Type<sup>1</sup></b>													
3.a Incidents involving only student offenders													
3.b Incidents involving only employee offenders													
3.c Incidents involving both student and employee offenders													
<b>Total Count (Auto-sum)<sup>2</sup></b>													

NOTES: <sup>1</sup> For each column:

- The sum of incident counts by location (1.a + 1.b) must equal the sum of incident counts by type of discrimination/harassment (2.a + 2.b + 2.c + 2.d)
- The sum of incident counts by location (1.a + 1.b) must equal the sum of incident counts by offender type (3.a + 3.b + 3.c)

<sup>2</sup> When using the online form, total count values are automatically calculated and will not accept user input

## 2. Material Incidents of Cyberbullying:

Incident Types	Nature of Material Incidents of Cyberbullying (Duplicated counts. Incidents must be counted more than once if they involve more than one category)												
	Race (a)	Ethnic Group (b)	National Origin (c)	Color (d)	Religion (e)	Religious Practice (f)	Disability (g)	Gender (h)	Sexual Orientation (i)	Sex (j)	Weight (k)	Other (m)	Total Count (Auto-sum) <sup>2</sup>
<b>1. Count of Incidents by Type of Cyberbullying<sup>1</sup></b>													
<b>1.a</b> Incidents involving intimidation or abuse but no threat(s)													
<b>1.b</b> Incidents involving threat(s)													
<b>2. Count of Incidents by Offender Type<sup>1</sup></b>													
<b>2.a</b> Incidents involving only student offenders													
<b>2.b</b> Incidents involving only employee offenders													
<b>2.c</b> Incidents involving both student and employee offenders													
<b>Total Count (Auto-sum)<sup>2</sup></b>													

NOTES: <sup>1</sup> For each column:

- The sum of incident counts by type ( $1.a + 1.b$ ) must equal the sum of incident counts by offender type ( $2.a + 2.b + 2.c$ )

<sup>2</sup> When using the online form, total count values are automatically calculated and will not accept user input

## 3. Superintendent Certification (Dignity Act)

I certify that the data reported here are complete and accurate to the best of my knowledge.

Superintendent Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Area Code Number

Fax: \_\_\_\_\_  
Area Code Number

Date: \_\_\_\_\_