

REPORT ON SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE

Directions for Completing Part 1 of the Summary Data Collection Form (VADIR)

Violent and Disruptive Incident Reporting

VIOLENT AND DISRUPTIVE INCIDENT REPORTING (VADIR) IS PART OF THE SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE (SSEC) DATA COLLECTION PROCESS.

For more information visit the SSEC web pages at:

http://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html

REMINDERS:

School District Reporting:

- All school districts must submit a separate, district-level summary report.
- A school district should only report information about incidents that are reportable, but that are not attributable to any individual school or BOCES operating within the district. An example of this would be the case of an assault that occurred on school transportation where the offender was a district student placed in a private school. The incident is reportable and must be attributed to the district rather than to a school.
- The district form must be completed, even if there are no incidents to report (in which case, zeros should be reported).

The NYSED Application Business Portal:

- The NYSED Business portal can be accessed at:
<http://portal.nysed.gov/portal/page/pref/PortalApp>.

Problems Accessing the Business Portal?

- The user IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (SEDDAS). District and BOCES superintendents and charter school leaders with SEDDAS accounts should direct inquiries regarding user IDs and passwords to SEDDAS by visiting the web site at: <http://www.p12.nysed.gov/seddas/seddashome.html> or by calling Information and Reporting Services at 518-474-7965.
- All other staff should contact their district/BOCES Superintendent or charter school leader for assistance with user ID and password issues.

Overview

The New York State Education Department's (SED's) *School Safety and the Educational Climate (SSEC)* summary reporting form is composed of two, distinct sections. Part 1 of the SSEC reporting form collects data relating to *Uniform Violent and Disruptive Incident Reporting System (VADIR)*. VADIR gathers data on violent and disruptive incidents in schools and uses the information to comply with State and federal reporting requirements and to identify schools as persistently dangerous, as required by the No Child Left Behind Act (NCLB) of 2001.

All public schools, boards of cooperative educational services, charter schools, and county vocational education and extension boards are required to maintain student conduct files that include a data dictionary. Such files should have a unique incident number and or/student number. Student conduct files should also include a description of all incidents for each school (including those not reported on the Summary of VADIR data) and individual incident reports on violent and disruptive incidents occurring on school property, including incidents occurring in or on a school bus (as defined in Vehicle and Traffic Law §142) and at school functions. These individual incident reports are not submitted to SED, but records related to VADIR incidents must be kept until the youngest person involved in an incident reaches the age of 27, and must be made available for review upon request by SED.

Each year, district and BOCES superintendents and charter school leaders are required to submit to SED a School Safety and the Educational Climate (SSEC) Summary Report for each school in the district or each charter school for the prior school year (July 1st through June 30th). The *SSEC Summary Form* includes information derived from the individual incident forms, such as tallies of incidents, offenders, and victims by type of incident, as well as other information relating to school safety and the educational climate. Superintendents and charter school leaders complete the *SSEC Summary Form* online using the web-based BEDS-IMF-School Safety application, but SED also makes available a printable version of the form to facilitate recordkeeping and data entry. In many cases school personnel complete the paper form and then forward it to the superintendent for review, certification, and entry of the data into the online application's *SSEC Summary Form*.

The VADIR Summary Form and Data Collection Process

The [Glossary](#) and the [Q & A](#) documents provide guidance regarding criteria for determining whether a specific incident is reportable and if so, in which incident category it should be reported. Please review these documents carefully to ensure you report completely and accurately.

Item-by-Item Instructions

ITEM 1 (VIOLENT AND DISRUPTIVE INCIDENTS):

To complete item 1, determine the number of incidents for each category and record them on the *VADIR Summary Form*. For categories 1–4, 6–13 and 16, indicate the number of incidents in each category in which a weapon was or was not involved. For categories 1–17 and 20, indicate the number of incidents in each category that were drug or alcohol related. Use category 17 to report counts of incidents involving weapons possession only. Use category 18 to report counts of incidents involving only the possession, use, or sale of drugs. Use category 19 to report counts of incidents involving only the possession, use, or sale of alcohol. Use category 20 to report non-violent incidents that disrupt the educational process and are not reportable in any of the other item 1 categories.

Item 1 Reminders:

- **Each incident must be reported in only one category. For incidents that fit more than one category, choose the most serious (the category with the lowest number).** For example, if a person used intimidation and a weapon to steal money from another person, then the incident would involve intimidation, harassment, menacing, or bullying (category 10), robbery (category 3) and weapons possession (category 17). In this case, the incident should be reported as robbery with a weapon because that category is more serious than intimidation, harassment, menacing, or bullying or weapons possession alone.
- **Schools reporting no incidents must report zero (0) in categories 1-20 column (a).**
- **Incidents must be reported even if the offender has not been identified.** Report these incidents in the appropriate category in item 1, column (a).
- **At least one offender must be reported for each incident reported in categories 1-20.** If the offender is a student, report in column (b). If the offender is a staff member, report in column (c). If the offender is unknown or if the offender is neither a student nor a staff member, report in column (d). If the number of offenders is unknown, report one offender in the appropriate column (b-d).

- **At least one victim must be reported for each incident reported in categories 1-4, 6-13 and 20.** If the victim is a student, report in column (e). If the victim is a staff member, report in column (f). If the victim is unknown or if the victim is neither a student nor a staff member, report in column (g). If the number of victims is unknown, report one victim in the appropriate column (e-g).
Note that a school, district or BOCES (as an entity) may be the victim of an incident (e.g. Burglary). In such a case, report one victim in column (g).
Note also that it is possible for the student (as an individual) to be both the offender and the victim of an incident (e.g. Other Disruptive Incident). In such a case, report one victim in column (e)
- **Use duplicated offender and victim counts in item 1. Offenders and victims should be counted each time they were involved in an incident.** For example, if ten times during the school year a student engaged in reportable bullying or menacing incidents, then each of the ten incidents would figure in the category 10 incident total, and the student would count as ten offenders in the (b) column.
- **Incidents in categories 1-8, 14, 15, and 17-19 must be reported regardless of whether the offender was disciplined or referred to law enforcement. Any incident involving a weapon must be reported.**
Any incident reported in categories 1-8 where an enrolled student is counted as an offender must result in at least one of the consequences identified in columns (j)-(o).
Any incident involving a weapon where an enrolled student is counted as an offender must result in at least one of the consequences identified in columns (j)-(o).
- **Incidents in categories 9-13, 16, and 20 that did not involve a weapon are reportable if the incident resulted in one of the disciplinary consequences listed in item 1, columns (j) through (o).**
If the offender is a staff person or is unknown, offenses in categories 9-13, 16, and 20 are reportable if the incident would have resulted in a disciplinary response if the offender had been identified as an enrolled student.
Any incident involving a weapon must be reported.
- **For category 16 (Riot), at least 4 offenders must be reported for each incidence of riot.**
- **Incidents occurring in the following locations are reportable:**
 1. On school property
 2. In or on a school bus as defined in Vehicle and Traffic Law §142
 3. At a school function, regardless of where the school-sponsored or school-authorized extracurricular event or activity takes place, including any event or activity that may take place in another state.
- **Incidents occurring at school bus stops are not reportable under VADIR.**

ITEM 2 (OTHER INFORMATION REGARDING INTIMIDATION, HARASSMENT, MENACING, OR BULLYING):

To complete item 2, report any alleged incident 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 was not reported under category 10. Incidents of intimidation, harassment, menacing, or bullying resulting in a disciplinary action listed in columns (j) through (o) should be reported under category 10. Incidents that did not result in a listed disciplinary action must be reported under item 2 if they reached the attention of the principal or person responsible for discipline in the building.

Item 2 Reminders:

- **Questions in item 2 must be answered.** Schools reporting no incidents must report zero (0) in item 2
- **Incidents reported in item 1, category 10 should NOT be reported in item 2.**

ITEM 3 (INCIDENTS WHERE THE OFFENDER IS NOT AN ENROLLED STUDENT):

To complete item 3, report the number of staff or any paid employee of the school or district or other offenders not enrolled in the school involved in a violent or disruptive incident. Report the duplicated number of staff or other non-enrolled student offenders referred to the school of enrollment, law enforcement, or subjected to other disciplinary action.

ITEM 4 (LOCATION, TIME, AND NATURE OF INCIDENTS):

To complete item 4, report the number of the incidents recorded in categories 1–20 of the *VADIR Summary Form* by location and time. The sum of incidents reported by location (4(a) + 4(b)) must equal the sum of incidents reported in item 1, column (a). The sum of those incidents occurring during or before/after regular school hours (4(c) + 4(d)) must also equal the sum of incidents reported in item 1, column (a). Use item 4(e) to report the total number of gang-related incidents reported in item 1. Use item 4(f) to report the number of bias-related incidents reported in item 1.

Note: For reporting purposes, school transportation is considered to be "on school property." Incidents occurring on school transportation to and from school are reported before or after regular school hours unless the incident occurred during regular school hours.

ITEM 5 (WEAPON TYPE AND FIREARMS-RELATED SUSPENSIONS):

To complete item 5, for every incident involving weapons use or possession (categories 1–4, 6–13, 16 and 17) provide:

1. Duplicated counts of the enrolled students involved as an offender in the weapons incidents by weapon type.
2. Duplicated counts of students suspended or transferred to alternative programs for bringing a firearm to school. Report students with disabilities separately from general education students.

Each weapon type is numbered. If a student offender possessed or used multiple weapons of different types, count the offender under each applicable weapon type. For example, if an incident involved both a handgun (1) and a knife (4), count the offender in the handgun (1) category and in the knife (4) category.

Item 5 Reminders:

- **According to Gun Free Schools Act (GFSA) requirements, student offenders reported in item 5(a) categories 1-3 MUST be suspended for an entire year (180 school days).** However, these incidents may have their corresponding suspensions subsequently shorted (item 5(c)).
- **The total number of general education students and students with disabilities listed in item 5(b) must be equal to the sum of item 5(a) categories 1-3.**

ITEM 6 (VICTIMS OF VIOLENT CRIMINAL OFFENSES AND UNSAFE SCHOOL TRANSFERS):

Under the federal No Child Left Behind legislation, schools must allow victims of violent criminal offenses an opportunity to transfer to another school within the district or Local Educational Agency (LEA) if such a transfer is possible (i.e. if the district has another school with that grade level). In addition, schools on the list of persistently dangerous schools must offer students an opportunity to transfer to a safe school within the district, including a charter school, if such a transfer opportunity exists. For more information, refer to the Q & A document, section E, question 9.

To complete item 6, first report the number of students who were victims of a violent criminal offense pursuant to NCLB in 6(a). In 6(b), report the number of students in item 6(a) who were offered a transfer to another school in the district. In 6(c), report the number of students in item 6(b) who accepted the offer and transferred to another school. In 6(d), indicate whether the school was on the list of persistently dangerous schools during the previous school year. In 6(e), report the number of students offered a transfer to a safe school within the district. In 6(f), report the number of students in 6(e) who accepted the offer and transferred to another school in the district. . If the school was not on the list of persistently dangerous schools during the previous school year, leave items 6(e) and 6(f) blank.

Item 6 Reminder:

- **Once a school is designated as persistently dangerous, the designation remains until the school superintendent (or chief school officer of a charter school) petitions to have the designation removed and the Commissioner of Education or his designee approves the petition.**

ITEM 7 (POLICE OR SAFETY OFFICER IN THE SCHOOL):

To complete item 7, indicate whether a police or other safety officer is present in the school on a regularly scheduled basis and whether that officer provided information for this report.

ITEM 8 (UNDUPLICATED OFFENDER COUNT FOR SERIOUS INCIDENTS):

To complete item 8, report the number of unique individuals who were offenders involved in serious violent incidents. For the purpose of completing item 8, serious violent incidents are recorded in item 1, categories 1-8, plus any incident in categories 9-17 that involved a weapon. Count each offender only once regardless of the number of serious violent incidents in which the person was involved as an offender. Treat unknown offenders as separate individuals. If no incidents are reported in any of the listed item 1 categories, report zero (0) offenders.

ITEM 9 (SUPERINTENDENT CERTIFICATION, UNSAFE SCHOOL CHOICE AND CODE OF CONDUCT):

To complete item 9, first enter contact information in the certification statement. Information must be entered into all items in the certification statement.

District and BOCES superintendents and charter school leaders should then complete the Unsafe School Choice Certification question by indicating whether or not the school is in compliance with the unsafe school choice provisions of NCLB. Remember that if the school had no students who were determined to be victims of a violent criminal offense and the school is not designated as persistently dangerous, then the answer to the Unsafe School Choice Certification question is “yes”. You are in compliance with the policy if the circumstances that trigger unsafe school choice have not occurred.

District and BOCES superintendents and charter school leaders must also complete the Code of Conduct question by filling in the URL/web address (including the **http://** prefix) at which the Code of Conduct can be accessed by the general public. If the district, BOCES or charter school does not have a publicly available copy of their Code of Conduct posted on the web, enter “**None**” (without quotation marks).

Once the form has been completed and has passed all the edit checks, District and BOCES superintendents and charter school leaders may submit the form by clicking the “submit” button on the web-form as described in the “Certifying the Data and Submitting the Online Form” section below.

Item 9 Reminders:

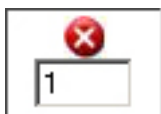
- **Both sections of the SSEC summary report (Part 1/VADIR and Part2/DASA) must be certified before submission will be allowed. It is important to remember that the superintendent/CEO information for the Part 1 and Part 2 certification questions must match exactly or an error will result.**

Edit Checking, Errors and Warnings

Every time a user saves a page of entered data, the online collection form automatically checks the validity of certain entered values through a process called “edit checking”. Upon saving the form, if any entered value fails one (or more) of the various edit checks employed, one of two types of error flags will be returned to the user:



The “**warning**” icon (left) indicates that an entered value falls outside an “expected” range of values. For example, if the number of consequences reported for an incident exceeds the number of offenders, the user will see this message. Since such outlying data may be correct, the user is given the opportunity to change or accept the entered value by checking the “OK” box.



The “**error**” icon (left) indicates that an entered value fails a mandatory validity check. Take the example of a school that reports two incidents of theft but only one offender. Since there must be at least one offender listed for every reported incident, this case (where the number of offenders is less than the number of incidents) generates an error. Errors, unlike warnings, **must be corrected** by entering a new value.

While summary reports which contain flagged warnings or errors may be saved, they may not be submitted to SED. Values that generate flagged errors must be corrected before the data may be certified and submitted. Values that generate flagged warnings must be corrected or accepted before the data may be certified and submitted.

Users who believe they are wrongly receiving error and/or warning messages for values that are (in fact) correct should contact the State Education Department’s Information and Reporting Services unit, at 518-474-7965 for assistance.

Certifying the Data and Submitting the Online SSEC Form

While any staff member may be assigned the authority to view and/or enter data into the *School Safety and the Educational Climate* summary reporting form, only district and BOCES superintendents and charter school leaders may certify and submit that data to SED.

BY CLICKING THE “SUBMIT” BUTTON ON THE ONLINE DATA SUBMISSION FORM, A SUPERINTENDENT/CEO CERTIFIES THAT ALL REPORTED DATA ARE COMPLETE AND ACCURATE.

Be sure to review the data carefully before submitting the SSEC form. Remember that forms with incomplete data or flagged data entry errors and/or warnings (i.e. data that has failed one or more edit checks) cannot be submitted until the form is complete and error-free. Remember that both sections of the SSEC summary reporting form (Part 1/VADIR and Part 2/DASA) must be complete and free of flagged errors and/or warnings before the form can be submitted.

Reviewing, Updating and Printing the Online SSEC Form

You may review current or past submissions at any time.

When you log into the BEDS-IMF-School Safety application and access your SSEC forms, you will see the name of each entity (school, district or BOCES) which needs to complete a form, along with the submission status of each form.

The three possible statuses are:

1. **BLANK** - no data has been saved in the form.
2. **SAVED** - data has been saved but is incomplete, has flagged errors or the superintendent has not yet certified the data
3. **SUBMITTED** - the form is complete, it has passed all of the edit checks, and the superintendent has used his or her userID and password to log in, certify and submit the data.

You may make changes to the existing data for as long as the reporting period remains open, irrespective of the form's current submission status. However, after your form is complete, certified and submitted, saving any change will change the status of the reported entity to “saved”. In order to return to “submitted” status, the form must pass all the edit checks again and the superintendent must recertify and resubmit the form by clicking the “submit” button again.

To print out a copy of the data for your records, click on the printer icon next to the box showing the form's status.

Additional Guidance and Resources

VADIR Glossary:

<http://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/glossary08aaug.html>

Frequently Asked Questions:

http://www.p12.nysed.gov/sss/ssae/schoolsafety/vadir/VADIR_FreqQandA_Oct09_2ndRevSofBlk.pdf

School Safety and the Educational Climate Data Collection (Complete):

http://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html

School Safety and the Educational Climate Data Collection (Part 1 - VADIR):

http://www.p12.nysed.gov/irs/school_safety/vadir_collection.html

Log On To The SED Web Business Portal:

<http://portal.nysed.gov/portal/page/pref/PortalApp>

Submitting Data Through The NYSED Application Business Portal:

http://www.p12.nysed.gov/irs/school_safety/application_portal_instructions.html

NYS Center for School Safety

<http://www.nyscfss.org>

For additional information on school safety, contact the State Education Department's Office of Student Support Services at 518-486-6090. For additional information on data collection, contact the State Education Department's Information and Reporting Services unit, at 518-474-7965.