REPORT ON SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE

Directions for Completing Part 2 of the Summary Data Collection Form (DASA)
The Dignity for All Students Act

DATA REPORTING UNDER THE DIGNITY FOR ALL STUDENTS ACT (DASA) 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 or datasupport@nysed.gov .
- 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 2 of the SSEC reporting form collects data relating to the Dignity for All Students Act (DASA). The *DASA Summary Form* collects data on incidents of cyberbullying, discrimination and harassment and uses the information to comply with State reporting requirements as required by the Dignity for All Students Act.

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 DASA data) and individual reports on incidents of discrimination and/or harassment 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. In addition, these reports should document any incidents of cyberbullying reported to school, BOCES or district authorities. These individual incident reports are not submitted to SED, but records related to DASA 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 schoolCEOs 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 *DASA Summary Form* and Data Collection Process

The *Glossary and Acronym Guide* provides links to guidance regarding criteria for determining whether a specific incident is reportable and, if so, in which incident category it should be reported. Please review this document carefully to ensure you report completely and accurately.

Item-by-Item Instructions

ITEM 1 (MATERIAL INCIDENTS OF DISCRIMINATION AND/OR HARASSMENT):

To complete item 1, sort the individual incident data by the Incident Types listed in the *DASA Summary Form*. Determine the number of incidents for each category of discrimination/harassment and record each in the appropriate cell of the *DASA Summary Form* matrix. More information, including definitions of what constitutes a material incident, as well as explanations of the categories of discrimination/harassment and the types of reportable incidents can be found in the Glossary and Acronym Guide referenced above.

Item 1 Reminders:

- **Each incident must be reported in as many categories of discrimination/harassment (columns) as may apply.** For example, if a person used racial and ethnic slurs to harass another student (all at the same time), then the incident would be reported in the following category columns:

    Column (a) – Race
    Column (b) – Ethnic Group

- **Each incident must be reported in as many incident types (rows) as may apply.** For example, if an incident involving both student and staff offenders includes verbal threat but no physical contact, and that incident occurred on school grounds, it should be reported in the following incident type rows:

    Row 1.a – Incidents Occurring on School Property
    Row 2.b – Incidents Involving Verbal Threat but No Physical Contact
    Row 3.c – Incidents involving both student and employee offenders

- **Incidents must be reported only if the offender is a student or member of staff.**

- **Incidents must be reported regardless of whether the student/staff offender was disciplined or referred to law enforcement and regardless of whether the incident was reported in Part 1 (VADIR).**

- **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.

ITEM 2 (MATERIAL INCIDENTS OF CYBERBULLYING):

To complete item 2, sort the individual incident data by the Incident Types listed in the *DASA Summary Form*. Determine the number of incidents for each category of cyberbullying and record each in the appropriate cell of the *DASA Summary Form* matrix. More information, including definitions of what constitutes a material incident, as well as explanations of the categories of discrimination/harassment and the types of reportable incidents can be found in the Glossary and Acronym Guide referenced above.

Item 2 Reminders:

- **Each incident must be reported in as many categories of cyberbullying (columns) as may apply.** For example, if a person used religious and sexual slurs in an electronic communication to harass another student, then the incident would be reported in the following category columns:

  > Column (e) – Religion
  > Column (j) – Sex

- **Each incident must be reported in as many incident types (rows) as may apply.** For example, if an incident occurs where a student receives an abusive and threatening electronic communication from another student, it should be reported in the following incident type rows:

  > Row 1.b – Incidents Involving Threats
  > Row 2.a – Incidents Involving Only Student Offenders

- **Incidents must be reported only if the offender is a student or member of staff.**

- **Incidents must be reported regardless of whether the student/staff offender was disciplined or referred to law enforcement and regardless of whether the incident was reported in Part 1 (VADIR).**

ITEM 3 (SUPERINTENDENT CONTACT):

To complete item 3, enter contact information. Information must be entered into all items.

Once the form has been completed and has passed all the edit checks, the superintendent/CEO 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 3 Reminder:

- **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 superintendent contact questions must match <u>exactly</u> 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:
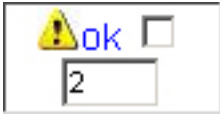
The "**warning**" icon (left) indicates that an entered value falls outside an "expected" range of values. For example, if the number of consequences reported for an incident exceeds the number of offenders, the user will see this message. Since such outlying data may be correct, the user is given the 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 a error. Errors, unlike warnings, **must be corrected** by entering a new value.

While summary reports which contain flagged warnings or errors may be <u>saved</u>, they may not be <u>submitted</u> 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 or datasupport@nysed.gov 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 CEOs 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 <u>COMPLETE</u> AND <u>ACCURATE</u>.

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 <u>both</u> 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

Dignity for All Students Act Home Page

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

Dignity for All Students Act Resource Guide

  http://www.p12.nysed.gov/dignityact/resources.html

Dignity for All Students Act Glossary and Acronym Guide

  http://www.p12.nysed.gov/dignityact/documents/finaldignityforallstudentsact guidancemay2016.pdf

School Safety and the Educational Climate Data Collection:

  http://www.p12.nysed.gov/irs/school_safety/school_safety_data_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

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 or datasupport@nysed.gov .