This form is provided for those schools designated as Potentially Persistently Dangerous (PPD) or Persistently Dangerous (PD) to provide evidence that it has taken appropriate action or actions to improve safety at the school, and any other such evidence in support of its position that the school should not be designated as persistently dangerous. These forms can be used for schools that *cannot* complete a Weighted Incident Exemption Process (WIEP) or Weighted Incident Exemption Process – Other Circumstances (WIEP-OC) due to the specific requirements of those processes.

**Instructions:**

**Section 1. Provide a description of and evidence showing how the conditions in the school do not unreasonably threaten the safety of students.**

This section can include information about current school safety and climate policies, procedures and programs that are currently in place and any evidence of their effectiveness.

**Section 2. Provide a description of and evidence showing that appropriate action or actions have been taken to improve safety at the school**

This section can include an explanation of concrete steps the school has taken, possibly in response to an increase in serious incidents, to improve safety through changes to the physical plant or to the school’s policies in the code of conduct or discipline code, or the through the introduction of specialized programs and staff to address school climate. Examples may include but are not limited to, implementing Restorative Practices, Trauma Informed practices, increased access to mental health services, Social Emotional Learning or additional staff, provide evidence of the success or progress of these.

**Section 3. Provide any other evidence in support of your position that the school should not be designated as persistently dangerous.**

Use this section to describe issues that led to the number of SSEC reportable incidents and how those issues have been identified and have either already been addressed or will be addressed. This section should be specific and detailed and include any and all supporting evidence to show the cause of the issue and the response or proposed response. As per Section 4 you will need to attach any all relevant documentation to support a request to exempt incidents that occurred due to the issue described here. See the instructions for Section 4 (below) for specific information that must be supplied in order for NYSED to make a decision to exempt the incidents related to the issues described here. This section should not be used to discuss incidents involving students with disabilities or student with other medical conditions – the WEIP and WEIP-OC forms should be used for that purpose.

**Section 4. Please attach additional documentation and supporting materials referenced in the above sections. Include any comments regarding the additional documentation in the space below.**

As cited in the instructions for Section 3 above, you must attach documentation to support any description/explanation of circumstances that led to the SSEC reported incidents that resulted in the Potentially Persistently Dangerous designation of this school.

Evidence must include:

* A copy of the school incident report(s)s for all incidents you are seeking exemption for. These reports must include:
	+ Date of the incident
	+ Name (or anonymous identifier, i.e. initials or student id) of the offender(s)
	+ Name (or anonymous identifier, i.e. initials or student id) of the target(s)
	+ What SSEC category the incident was reported under in the SSEC data collection application.
	+ A detailed description of the incident.
* An explanation or evidence of why the incident should be removed or reported under a different SSEC category using the SSEC definitions and what the category should be.

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| **Date Submitted:**  |  |
| **District Name/BEDS:** |  |
| **School Name:** |  |
| **Contact Name:** |  |
| **Contact Phone /Email:** |  |
| **SSEC SY (i.e. 2018-19):**  |  |

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| 1. **Provide a description of and evidence showing how the conditions in the school do not unreasonably threaten the safety of students.**
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| 1. **Provide a description of and evidence showing that appropriate action or actions have been taken to improve safety at the school**
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|  |
| 1. **Provide any other evidence in support of your position that the school should not be designated as persistently dangerous.**
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| 1. **Attach additional documentation and supporting materials referenced in the above sections. Include any comments regarding the additional documentation in the space below. (See instructions for specific required information to be included.)**
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