



## Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
5000	Student Policies	Local
Policy	Policy Title	
5710	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 this commitment and in accordance with state law and regulation, the district will submit an annual report to the Commissioner of Education regarding violent or 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

Each Building Principal is responsible for preparing on regular basis a report of all the violent and disruptive incidents and material incidents of harassment, bullying, and discrimination, that have occurred on school grounds, at a school function, or at a school-sponsored event and forwarding the report to the Superintendent of Schools. The Superintendent or designee is responsible for compiling the reports received from the Building Principals into the annual report and submitting the report to the Commissioner. The summary report will contain all the information required by law and will be filed with the Commissioner on or before a date set by the Commissioner. The Superintendent will also present this summary report to the Board at its first meeting following the filing of the report to 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.

The district is responsible for assuring that copies of each SSEC report, both individual and summary reports, are retained at the school until the youngest person involved in a reported incident is 27 years old. Individual incident report forms will not be kept in student cumulative folders nor sent to the next school or district that students attend.

### **Confidentiality**

Any violent or disruptive incident or harassment, bullying, and discrimination report prepared in accordance with law will 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 must 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.

Adoption date: July 13, 2009

Revision date: July 12, 2023

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#### **Cross Reference:**

0115, Student Harassment and Bullying Prevention and Intervention

#### **Reference:**

Education Law §§10-18 (dignity for All Students Act); 2802 (Uniform Violent Incident Reporting System)

8 NYCRR 100.2 (gg) (Uniform Violent Incident Reporting System)

8 NYCRR 185.15 (Appendix L) (Retention and Disposition Schedule LGS-1 for New York Local Government Records)