

VIOLENT OR DISRUPTIVE INCIDENT REPORTING REGULATION

Reporting Requirement

Each building principal shall be responsible for preparing on a quarterly basis a report of all the violent or disruptive incidents that have occurred in the building and forwarding the report to the Superintendent of Schools or designee. The Superintendent or designee shall be responsible for compiling the reports received from the building principals into the annual report and submitting the report to the Commissioner. The report shall contain all the information required by law and shall be filed with the Commissioner on or before September 30 of each year.

Each building principal shall be responsible for assuring that copies of each report at the building level are retained for the period prescribed in the records retention schedule issued by the State Education Department and published as Appendix I to the Commissioner's Regulations.

Confidentiality

Any violent or disruptive incident report prepared in accordance with law shall be available for inspection by the State Education Department upon request. All names and other personally identifiable information included in any report shall be confidential and shall 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.