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## SCHOOL SAFETY AND EDUCATIONAL CLIMATE REPORTING

### I. Statement of Policy

The Waterville Central School District (the District) files the required annual School Safety and Educational Climate (SSEC) report on the form prescribed by the Commissioner in a timely fashion.

### II. Local Procedures

- A. The Superintendent of Schools shall adopt local procedures for the reporting of violent or disruptive incidents by each District school building and program in a form and format that allows the preparation of an accurate annual report for each school and for the District.
- B. The Superintendent may designate another District staff member to be responsible for the collection and compilation of the information necessary to prepare the annual report.

### III. Record Management and Retention

- A. The local procedures approved by the Superintendent shall assure that copies of all SSEC related documents are retained until the youngest person involved in the incident is 27 years of age, whether or not the reported incident is verified as the result of the fact finding process. SSEC related documents include all reports of violent incidents, all reports of DASA infractions, Individual Incident Report (IIR) forms completed for an incident, copies of SSEC Summary Data Collection reports, action plans to eliminate unsafe and hostile environments, and investigative notes.
- B. The confidentiality of SSEC related documents that include personally identifiable student information will be maintained in accordance with state and federal law.
- C. SSEC related documents are not treated as part of a student's permanent or cumulative record, and shall not be forwarded to another school if the student enrolls elsewhere.
- D. SSEC related documents shall be available to the State Education Department.

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Waterville Central School District

Legal Ref: Education Law §§2801(1) and 2802; 8 NYCRR 100.2(gg)

Adopted: 12/17/02

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