

**(X) Required** Local Notice**VIOLENT AND DISRUPTIVE INCIDENT REPORTING**

In accordance with state law and regulation, BOCES shall submit an annual report to the Commissioner of Education regarding violent and disruptive incidents.

Reporting Requirement

Each Principal shall be responsible for preparing on a regular basis a report of all the violent and disruptive incidents that have occurred at BOCES operated facilities or programs under its jurisdiction and forwarding the report to the District Superintendent. The District Superintendent or designee shall be responsible for compiling the reports received from the Principals into the annual report and submitting the report to the Commissioner. The summary report shall contain all the information required by law and shall be filed with the Commissioner on or before a date set by the Commissioner. The District Superintendent shall also present this summary report to the Board at its first meeting following the filing of the report with the Commissioner.

Each Principal shall be responsible for assuring that copies of each report at the building level are retained for six years as 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.

Ref: Education Law §2802 (Uniform Violent Incident Reporting System)  
8 NYCRR 100.2 (gg) (Uniform Violent Incident Reporting System)  
8 NYCRR 185.11 (Appendix I) (Records Retention and Disposition Schedule ED-1)

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