SSDR Overview
School Safety and Discipline Report (SSDR)

SSDR collection covers student offenses and resulting disciplines*

What’s in scope?

• any bullying incident, and any violent, criminal or drug related incidents that take place on school property/on school time (and the reportable disciplines that result from these incidents)

• non-violent, non-criminal, non-drug related offenses are collected only if a reportable discipline resulted from the offense

• *reportable discipline in SSDR = suspension, removal, expulsion (only those disciplines that take the student out of the class/school)
Data elements included in SSDR

What data are included in an SSDR record?

- Incident date and school code
- SASID of student offender
- Incident description (optional)
- Number of victims (not identity)
- Was the incident determined to be retaliation? Y/N
- Physical injury? Y/N
- Discipline type, if suspended/removed/expelled
- Number of days missed
- Education services provided during discipline
How is SSDR collected?

• Collected via SIF (School Interoperability Framework) - the standard format in which data is electronically transmitted
• When incident is entered into the local SIS, it is transmitted to DESE database
• Validations are run on incoming data, and errors fixed in the SIS
• SSDR is a cumulative collection, covers entire school year
• Certification deadline is mid-July each year
Summary Reports

• Summary Reports are for district review to check accuracy of data prior to certifying
• They are available throughout the year

Discipline by Offense Type District
Discipline by Offense Type School
Incident Count by School
Students suspended for more than 10 days
Student Offender Summary District
SSDR data is aggregated and published on Profiles annually in two reports:

- **Student Discipline Data Report**
- **Student Discipline Days Missed Report**
Bullying & allegations of bullying
Bullying - the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.
Reporting Requirements

- The reporting requirements around bullying come from 2014 Act Relative to Bullying in Schools

From Chapter 86 Section 4(k):

Each school district, charter school, approved private day or residential school and collaborative school report bullying incident data to the department. The data shall include, but not be limited to: (i) the allegations of bullying or retaliation; (ii) the number and nature of substantiated incidents of bullying or the number of students disciplined for engaging in bullying or retaliation; and (iv) any other information department.

Collection of part (i) was new for 2021-22 school year

Parts (ii) and (iii) above are collected in the annual School Safety and Discipline Report (SSDR)
Allegations of bullying or retaliation

- **New last year:** districts must report the counts of allegations of bullying or retaliation

- The only data collected on allegations is an aggregate count, by school. No student level or incident level data required for allegations

- Schools should have a way to keep track of allegations of bullying/retaliation so that an accurate count can be provided at the end of the school year

- The counts can be entered into the SSDR application at the end of the school year, and must be populated in order to certify the SSDR submission
Allegations of bullying screen in SSDR application

Enter aggregate counts of bullying allegations for the current school year. How many allegations against students, and how many against staff, per school. If zero, please enter zero.

New for 2022-23:

Substantiated Incidents of Bullying involving Staff
Please click here to enter data for Substantiated Incidents of Bullying Involving Staff Members for your district.

Please check the box to acknowledge if there are no substantiated bullying incidents involving staff members from your district. If you have incidents to report, please click the link above.
Allegations of bullying screen in SSDR application
Common errors
Discipline date related errors

<table>
<thead>
<tr>
<th>SSRD4920</th>
<th>Discipline start Date must be after Incident Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSRD4930</td>
<td>Discipline start date must be between the beginning and end of the current school year.</td>
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<tr>
<td>SSRD4950</td>
<td>Discipline must have an end date.</td>
</tr>
<tr>
<td>SSRD4960</td>
<td>Discipline End Date must be on or after the date started and on or before the end of year.</td>
</tr>
<tr>
<td>SSRD4970</td>
<td>Days missed cannot be 0.</td>
</tr>
<tr>
<td>SSRD4980</td>
<td>Days missed cannot be equal to zero when end date is greater than start date.</td>
</tr>
<tr>
<td>SSRD4820</td>
<td>Discipline Dates are overlapping</td>
</tr>
</tbody>
</table>

These date related errors are common. Most of them are logical – dates should be within current school year, should be on or after the date of the incident itself, etc.

“Discipline dates are overlapping” is important so that we do not double count days missed. For example, if there was an emergency removal for 2 days (December 1st-2nd) and after a hearing, it’s determined that the student will receive 2 additional suspension days (December 3rd-4th). This should be reported as two discipline actions related to the same student/incident. One with DAT of emergency removal for 2 days missed (12/1 to 12/2) and another with DAT of OSS for 2 days missed (12/3-12/4)
Data quality checks

These validations are data quality checks on the completeness of your data. They are pointing out things that are not present in the data to make sure there are not omissions. If the data is correct, you would reach out to your support specialist for an exception.

<table>
<thead>
<tr>
<th>SSRD4740</th>
<th>Having no incidents that involve bullying is unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSRD8940</td>
<td>There are no school-based arrests reported for your district. If this is correct and you have entered all your incidents for the year, contact your District Support Specialist.</td>
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<tr>
<td>SSRD5150</td>
<td>There are no disciplines reported for your district. If this is correct and you have entered all your incidents for the year, contact your District Support Specialist</td>
</tr>
<tr>
<td>SSRD5140</td>
<td>More than fifty percent of incidents reported have no suspension/removal reported. If this is correct and you have entered all your incidents for the year, contact your District Support Specialist.</td>
</tr>
</tbody>
</table>
Questions
Links and Resources

- https://www.doe.mass.edu/sfs/bullying/
- https://rems.ed.gov/docs/Resources/Bullying_RESOURCE_LIST_508C.pdf
- School Safety and Discipline Report (SSDR) - Information Services/Data Collection and Analysis (mass.edu)
THANK YOU

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School Safety and Discipline Report (SSDR) - Information Services/Data Collection and Analysis (mass.edu)