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November 13, 2012

TO: Chief School Administrators
Charter School Lead Persons
Administrators of Approved Private Schools for Students with Disabilities

FROM: Barbara Gantwerk, Assistant Commissioner
Division of Student and Field Services

SUBJECT: Reporting Changes for SY2012-13 on the Electronic Violence and Vandalism Reporting System (EVVRS) and Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP) Data Collection System¹

The New Jersey Department of Education (NJDOE) is currently updating the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP) data collection system for the 2012-13 school year. When these systems open in the first week of December, they will be enhanced with additional features that have been designed, in response to the request of districts, to further ensure accuracy in reporting and to facilitate federal reporting requirements.

To help schools/districts collect data this year prior to receiving the updated forms for 2012-13, a list of specific changes and additions can be found in the attachment. It is recommended that you collect this additional data with the forms provided by the NJDOE for the 2011-12 school year until the revised forms for 2012-13 are released. This will assist you and your staff in recording the information that you will need to report to the public and the NJDOE.

As a reminder, the *Anti-Bullying Bill of Rights Act (P.L. 2012, c.122)* requires the chief school administrator and charter school lead person to report incidents of violence, vandalism, substance and weapons offenses and HIB to their governing authority at a public hearing two times per year. Districts must report incidents which occurred during the previous reporting period during Report Period 1 (between September 1 and December 31) and during Report Period 2 between (January 1 and June 30). The trainings and programs must also be reported two times per year publicly and in the HIB-ITP data collection system only. The difference is that trainings and programs occurring in July and August are included and entered in Report Period 1. The HIB-ITP reporting requirement does not apply to Approved Private Schools for Students with Disabilities.

¹ HIB-ITP applies to districts and charter schools only

To increase accuracy and consistency in reporting in both the EVVRS and the HIB-ITP data collection system, the NJDOE will be providing training titled *Improving Data Reporting: Support for EVVRS and HIB-ITP Decision-Makers*. The training is designed to increase the knowledge and skills of participants in determining which incidents, including HIB, meet the criteria for reporting in EVVRS and HIB-ITP and to their governing authority. The announcement of the training dates will be forthcoming.

If you have any questions, please send an email to evvrs@doe.state.nj.us or call Greg Kocher, coordinator, Data Collection and Reporting at (609) 292-1288. Thank you for your continued cooperation and commitment to the submission and use of accurate data.

BG/SM

Attachment

c: Members, State Board of Education
Christopher D. Cerf
Senior Staff
Susan Martz
Peggy McDonald
Diane Shoener
Nancy Curry
Gregory Kocher
Executive Directors for Regional Achievement Centers
Executive County School Business Administrators
Executive County Superintendents
NJ LEE Group
Garden State Coalition of Schools

Attachment

Changes to the Data Elements in the

Electronic Violence and Vandalism Reporting System (EVVRS) and

Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP)

Data Collection System

2012-13

Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form

NEW: On the Offender and Victim Information pages, the district-level identification number will no longer be accepted. The NJSMART number **will be required** and is the only student identifier number entered. The individual responsible for data entry must verify that the NJSMART number is entered **exactly** as it appears in your district's student information system. **If an NJSMART number is entered incorrectly, anytime that number is used in the future, it will be associated with the wrong student.** Therefore, you must contact the NJDOE immediately if you discover that an NJSMART number has been entered incorrectly by emailing evvrs@doe.state.nj.us.

NEW: On the Incident Information page, **off-site program** is being added as an option under "Location." Off-site program is defined as "a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the Department of Education." The name and address of the off-site program may be entered in the incident description field.

NEW: On the Victim Information page a new section, "Remedial Action(s) Taken" for the victim is being added for HIB incidents only. Remedial actions include: counseling; support services; intervention and referral services; parent conference; before/after school supervision; schedule change; school transportation supervision; school transfer; teacher aide/monitor during school; peer support group; adult-student mentoring; restitution/restoration; seating change; alternate placement; assessment/evaluation; out-of-school mental health service; and other measures.

CHANGE: On the Incident Information page, HIB incidents will be collected in a separate category and will no longer be included under the violence category. Districts should only report HIB incidents that have been affirmed by the Board of Education.

CHANGE: On the Offender Information Page, "Suspension of Privileges" is being removed from "Other Disciplinary Actions Taken for HIB only" and added to Section C of "Disciplinary Action(s) Taken and Days Suspended or Removed."

CHANGE: On the Offender Information page, "Other Disciplinary Actions Taken for HIB only" is being renamed "Remedial Action(s) Taken for HIB only."

CHANGE: On the Offender and Victim Information pages, the “Mental Retardation” category is being renamed as “Intellectual Disability.”

Report of Suspension of Students with Disabilities for Other Reasons Report Form

NEW: Off-site program is being added as an option for “Location.” Off-site program is defined as “a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the Department of Education.” The name and address of the off-site program may be entered in the incident description field.

CHANGE: On the Offender and Victim Information pages, the “Mental Retardation” category is being renamed as “Intellectual Disability.”

CHANGE: On the Offender and Victim Information pages, the NJSMART number will be required and is the only student identifier number entered.

HIB Trainings and Programs Data Collection Form

NEW: “Board of Education Members” is being added as a target population for “Trainings” and “Programs.”