

What to Report to the School Safety Data System

PowerPoint Presentation

Narration Script

1 What to Report to the School Safety Data System Summer 2017

Notes: Hello, and welcome to this training session on what to report to the new Student Safety Data System.

2 Training Contents

- Overview of Student Safety Data System
- Recent Policy and Statute Changes
- Key System and Reporting Changes
- Training in How to Report Incidents
- HIB Trainings and Programs Reporting
- Timeline for Submissions
- Department Contact Information

Notes: This presentation begins with an overview of the Student Safety Data System, followed by recent policy and statute changes that impact the system, key system changes and reporting changes, training in how to report incidents, HIB Trainings and Programs Reporting, and the timeline for submissions to the data system and department contact information.

3 Overview of Student Safety Data System

Notes: We will begin with an overview of the Student Safety Data System.

4 Student Safety Data System (SSDS)

- Opens for the 2017-2018 school year
- Replaces the Electronic Violence and Vandalism Reporting System (EVVRS)
- Replaces the Harassment, Intimidation, Bullying-Investigations, Trainings and Programs (HIB-ITP)
- Does **not** replace HIB self-assessment

Notes: The Student Safety Data System, or the SSDS, is a new system that will be used for school reporting beginning in the 2017-2018 school year. It replaces both the Electronic Violence and Vandalism Reporting System (the EVVRS) and the Harassment, Intimidation, Bullying – Investigations, Trainings and Programs system (HIB-ITP). It does not replace the HIB Grades system for HIB self-assessment reporting.

5 Updating the System

- Focused on information required to be collected by federal or state rules
- Met with:
 - Internal New Jersey Department of Education (NJDOE) staff

- New Jersey school district staff
- Education-Law Enforcement working group members
- State Epidemiological Outcomes working group
- Worked with NJDOE IT staff to design system to meet revised collection needs

Notes: With the development of the new system, we revisited why the New Jersey Department of Education (NJDOE) collected each incident type and field and focused on the state and federal reporting requirements.

We met with internal DOE staff. We met with school district staff familiar with the current systems to discuss the proposed changes and their suggested revisions to the current systems. We met with members of the Education-Law Enforcement working group to discuss revisions to the incident definitions and other terms used in the system. We met with the State Epidemiological Outcomes working group, a group focused on substance abuse data collection and analysis in the state, and discussed the way substance offenses are collected in the system.

We then worked closely with the NJDOE technology staff to design a system that would meet our revised collection needs and be more user-friendly. The system is also intended to make data analysis easier to help districts review discipline patterns in their schools. In addition, the new system is designed to be more flexible to enable modifications as reporting requirements change in the future.

A future goal that we view with a great deal of importance in coming years is to develop an option that will allow a district's Student Information System to export the discipline data files as needed for reporting to the SSDS. This will ease the burden on districts by eliminating duplicative data entry.

6 Goal of this Training

- Determine what to report to the Student Safety Data System (SSDS)
- Prepare you to turnkey-train other district and school staff before the 2017-2018 school year begins
- Identify additional resources for guidance throughout the school year
- This training is not a data entry training, rather a **decision-maker** training

Notes: The main goal of this training is to help district staff understand what should be reported to the new Student Safety Data System. The intent is to introduce the system and prepare you to turnkey train other district and school staff before the 2017-2018 school year begins. It is not possible during this training to cover every type of situation you will encounter and address every SSDS question. Thus, another goal of this training is to help you to identify the guidance documents that are available to assist you as questions arise throughout the school year. This training is for SSDS decision-makers. It is not a data-entry training.

7 Overview of Additional Resources

- [SSDS Landing Page](#)
 - [SSDS At-A-Glance](#)
 - [SSDS Guidance](#)
 - Incident reporting forms
- Forthcoming:
 - SSDS User Manual

Notes: Here is a list of additional resources accessible through the [NJ Homeroom page](#). The first three are available online on the SSDS landing page which can be accessed through the [NJ Homeroom page](#). The user manual and an online training module for data-entry and submission will be available on the SSDS home page once the system is open to help school users input their information.

8 SSDS Opening Timeline for Districts

- August
 - Review training documents
 - Review local-level incident reporting forms and align with new SSDS Incident Report Forms
 - Discard VV-SA and Suspension of Students with Disabilities for Other Reasons forms
 - Align Student Information System (SIS) with SSDS
- Fall
 - Track incidents through SSDS Incident Report Forms, SIS, or other district-approved paper form
 - SSDS opens for select districts
- Mid-November(anticipated)
 - SSDS opens State-wide
 - SSDS User Manual and Data-Entry Trainings available online

Notes: Here is a suggested timeline for your district in preparation for SSDS reporting. This training module and other guidance documents, as noted on the previous slide, can be used to review what needs to be reported. Please discard the VV-SA and Suspension of Students with Disabilities for Other Reasons forms used with the Electronic Violence and Vandalism Reporting System and use the new SSDS forms instead. In August, review the new SSDS Incident Report Forms available online. If your district uses a local-level district-approved paper form, you will need to compare that with the new SSDS forms and adjust your own form to align with the new SSDS collections, if necessary. If your district uses a student information system (SIS) to report discipline, review what is collected in that system with the new SSDS forms and contact your SIS vendor for assistance if changes are needed.

When the school year begins, the SSDS will not be open for all schools. Track incidents that occur before the system opening by using the SSDS Incident Report Forms, a local form or your SIS to capture the information needed for SSDS input. In the fall, selected districts will be participating in a soft opening of the SSDS. These districts will use the new system to input their incidents, trainings, and programs and test the system before it opens state-wide. When the system opens, the SSDS user manual and data entry training presentations will be available online to support school staff in using the new system.

9 What is Collected?

- Incidents occurring on school grounds
 - Violence
 - Vandalism
 - Weapons offenses
 - Substance offenses
- Incidents occurring on and off school grounds
 - Harassment, intimidation, or bullying (HIB)

- Other incidents leading to removal
 - HIB trainings
 - HIB programs

Notes: The SSDS will collect incidents of violence, vandalism, weapons offenses, and substance offenses occurring on school grounds. The SSDS will collect incidents occurring on and off school grounds of: harassment intimidation or bullying, and any other incident leading to student removal from school. School grounds includes more than just the school building, so it important to be familiar with the definition. For example, school grounds includes the school bus, off-campus school events such as field trips, and school sponsored events such as football games or prom. The definition of school grounds can be found on page 11 of the [SSDS Guidance document](#) in the Glossary of Terms. The SSDS will also collect HIB trainings and programs that were previously collected in the HIB-ITP system.

10 Who Must Report?

- All New Jersey public schools
 - For Report Period 1, Sept-Dec (due end of January)
 - For full school year, Report Period 1 and Report Period 2, Sept-June (due mid-July)
- All Approved Private Schools for Students with Disabilities
 - For full school year, Sept-June (due mid-July)

Notes: All public schools in New Jersey, as well as all approved private schools for students with disabilities, must report annually to the SSDS. Public school districts must certify that all schools in the district have reported to the SSDS at the end of report period 1, and again after report period 2 to indicate reporting is complete and accurate for all schools for the entire school year. Approved private schools must certify for the full school year once at the end of the year – though they can enter incidents throughout the year once the system is open just as any other school. Deadlines for the 2017-2018 school year are detailed on the slide 35 of this presentation.

11 Why this Data Collection?

- Federal and State requirements include:
 - *Unsafe School Choice Option*
 - *Gun Free School Act*
 - School Performance Report
 - EdFacts
 - Civil Rights Data Collection
 - *Anti-bullying Bill of Rights Act*
 - Other State reporting requirements, including violence, vandalism, substance use

Notes: The SSDS data is collected to fulfill federal and state requirements as listed on this slide. For additional details specific to data collection requirements for each type of information collected, please refer to the Requirements section of the [SSDS Guidance document](#) beginning on page 21.

12 Recent Policy and Statute Changes

Notes: Three recent changes to federal and state requirements will impact reporting to the SSDS.

13 USCO Criteria Change

- [Unsafe School Choice Option \(USCO\) Policy](#) revised Dec. 2016
- For 3 consecutive years:
 - More than 3 incidents that meet at least 1 of the criteria below **and** an incident rate of 1 incident for every 100 students (1%); **or**
 - 9 or more incidents
 - Types of violent incidents:
 - Firearm offense
 - Assault on school staff with minor injury
 - Assault or fight resulting in major or serious bodily injury
 - Robbery/extortion
 - Sexual assault
 - Arson with a victim
 - Weapon use
 - Criminal threat
 - Kidnapping

Notes: Changes to the criteria used in New Jersey to determine persistently dangerous schools were approved by the New Jersey State Board of Education in December 2016. The revised criteria focus on violent offenses. Drug sales and HIB incidents have been removed from the new criteria – though if an HIB or drug sale incident also fits one of the listed categories it would still count toward persistently dangerous criteria. For example, an incident of HIB that involved the offender threatening the victim with a knife would be counted in the new USCO formula because there was weapon use. More details on the revised policy can be found online on the [NJDOE website](#).

14 School Performance Report Change

- The *Every Student Succeeds Act* Sec. 1111 requires the following to be included on New Jersey School Performance Reports:
 - In-school suspensions
 - Out-of-school suspensions
 - Expulsions
 - School-related arrests
 - Referrals to law enforcement
 - Incidents of violence
 - Incidents of bullying and harassment

Notes: A second recent change to federal requirements related to reporting to the SSDS is from the *Every Student Succeeds Act*. The ESSA requires measures of school climate to be included in the school performance reports, specifically: in-school suspensions, out-of-school suspensions, expulsions, school-related arrests, referrals to law enforcement, incidents of violence, and incidents of bullying and harassment. Some of the changes that you will see in SSDS are to collect these measures and others are to ensure we are improving the quality of the measures we have already been collecting.

15 Elementary School Suspensions Change

- *N.J.S.A. 18A:37-2a* limits disciplinary removals
- Students in grades kindergarten through grade two:

- May not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” P.L.1995, c.127
- May not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature and endangers others
- Students in preschool:
 - May not be suspended or expelled, except as provided pursuant to the “Zero Tolerance for Guns Act,” P.L.1995, c.127.

Notes: The third change is a result of New Jersey legislation enacted in September 2016 that limits out-of-school suspensions and expulsions of students from preschool through second grade. Students in kindergarten, grade one, or grade two may not be expelled unless they violate the *Zero Tolerance for Guns Act*, and may not be suspended unless their offense is violent or sexual in nature and endangers others. Preschool students may not be suspended or expelled unless they violate the *Zero Tolerance for Guns Act*.

16 Key System and Reporting Changes

Notes: The next set of slides present some key system changes for you to be aware of with the SSDS.

17 Key System Changes

- Increased school-level user access
- Clear process to track incident completion and report period submissions
 - Incidents display as: in progress or complete
 - Two times a year (public schools):
 - Completed incidents, trainings, and programs submitted by school to district
 - District certifies completion to NJDOE

Notes: The system has been designed to make it easier for school-level users to access, enter, edit, and delete incidents and HIB trainings and programs at the school-level. District-level users will continue to be able to access, enter, edit, and delete data for all schools within their district. School users should not have district-level access.

In addition, the SSDS will offer a clear process to track whether the details for an incident have been completely entered. For incident submission, a school enters an incident and may save the incident as “in progress” and the incident will be saved and noted as such in the system. When all incident details are entered, the user will click “complete” and error checks will be run to ensure that the incident has all required information entered. Schools will be able to see an overview of the number of incidents in progress and completed. Schools may continue to edit the incidents in progress and completed incidents throughout the school year until the final district submission in mid-July.

Upon completion of data entry at the school level for all incidents, HIB trainings, and HIB programs, the school-level user will “submit” to the district through SSDS. The district-level user will then review the submissions and “certify” that data entry is complete for the district. This process will continue to be required two times a year in mid-January and mid-July for public schools, and once a year (mid-July) for approved private schools for students with disabilities.

These changes are intended to make it more efficient for schools to enter their own incidents, HIB trainings, and HIB programming, and we do encourage this approach for more accurate reporting, but it is not required. If the district prefers that district-level staff enter all SSDS data at the district-level, this is also permitted.

18 Key Reporting Changes

- Only report those incidents where a student has been identified as an offender or victim.
- If a non-student is the offender in an incident that has a student victim, this must be reported
- **Report ALL incidents that lead to a disciplinary removal:** for both general education students and students with disabilities.

Notes: Here are some key reporting changes for you to be aware of:

First, incidents not committed by or against a student are no longer required to be reported. For example, there may be an offense of arson, damage to property, false public alarm, or trespass where there is no victim involved. If the offender is not a student in these cases, these incidents would not be reported. On the other hand, there may be cases where the offender cannot be identified but there is clearly a student victim. These cases should continue to be reported.

A second change is that we are requiring schools to report all incidents involving non-students (e.g., staff, parents, community members, etc.) when there are student victims. This includes school staff as offenders. We will not collect personally identifying information of non-students; however, we need to collect all incidents that involve students occurring in schools to properly assess school climate for federal and state reporting and for school and district analysis.

A third key change has come about due to the new ESSA requirements for the school performance reports and the federal Civil Rights Data Collection. **We have added collection of all removals of students, both general education students and students with disabilities.** This includes in-school and out-of-school suspensions, removals to another education placement for disciplinary reasons and expulsions for general education and students with disabilities. We have been collecting these removals for reasons other than violence, vandalism, weapons, substance, or HIB for many years for students with disabilities. Now we will collect removals for all students. The collection of information is much more streamlined, as we only need limited information on removals for reasons other than violence, vandalism, HIB, weapons offenses or substances offenses. There will be an example of this type of incident later in this training. This information will give schools and districts a more accurate picture of how often and why students are removed to facilitate identification of prevention strategies.

19 Incident Type Revisions

Table showing Incident Types in EVVRS compared to SSDS that have changed. All table contents are clarified in the notes below.

Notes: Here are some changes to incident types in the SSDS as compared to EVVRS. For more specific details on the new categories, refer to the definitions in the SSDS Guidance starting on page 3.

“Burglary” and “fireworks offense” incident categories have been removed.

“Computer trespass” is a new field which captures a relatively new concern of students using computers with the intent of interfering, or causing disruption or malfunction to school computer systems and/or data.

“Other incident leading to removal” is the new category that we will use to capture any incidents other than violence, vandalism, HIB, substance offenses, or weapons offenses that led to any sort of disciplinary removal.

“False public alarm” is a new category that includes the now removed fields of: “fire alarm offense,” “bomb threat,” and “fake bomb” along with any other type of report or warning that is false but may cause evacuation of the school. Keep in mind that per the new reporting rules, only report a false public alarm that has an identified student offender.

“Robbery” and “Extortion” have been combined into one category because we found it was sometimes difficult for schools to distinguish between the two and we do not need this distinction for reporting purposes.

“Sex Offense” has been separated into two categories: “Sexual Contact” and “Sexual Assault.” We need to know the count of sexual assault incidents for federal reporting and the Unsafe School Choice Option policy, and having two categories allows us to distinguish sexual contact from sexual assaults.

“HIB Alleged” and “Substance suspected refused exam” will be discussed in more detail on the following slides.

20 Reporting HIB

- HIB incidents occurring off-school grounds are reported.
- HIB incidents in July and August are not reported to SSDS but are locally investigated, documented, and reported to the Board of Education (BOE).
- If investigation concludes that the incident did not meet the definition of HIB, or BOE does not affirm the case as HIB, report as **HIB Alleged**.
- If investigation concludes that HIB criteria were met and the incident is affirmed as HIB by the BOE (found to be HIB), report as **HIB Confirmed**.

Notes: As required under the *Anti-Bullying Bill of Rights Act (ABR)*, investigations must be initiated for incidents that occur both on or off school grounds.

Any incident occurring in July and August, for HIB or any other offense, is NOT entered into SSDS.

However, every incident should always be investigated according to NJ Statute and Code and district policy and procedures. For HIB incidents occurring during July and August, school administrators are also still required to follow all procedures under the ABR and the schools code of student conduct.

One major change is that investigations will be reported into the SSDS as “HIB Alleged” if they were not affirmed to be HIB cases and cases affirmed by the Board of Education as HIB will be reported as “HIB Confirmed.”

21 Reporting Substance Offenses

- Substance Possession
- Substance Sale/distribution (act of sale or possession of a large quantity)
- If student is suspected of substance use, arrange for immediate medical examination *N.J.S.A. 18A:40A-12* and *N.J.A.C. 6A:16-4.3(a)2ii*

- If exam is refused, report as *Suspected, Refused Exam*
- If use is not confirmed by exam, do **not** report
- If use is confirmed report *Substance Use*
 - o *Substance Types* now include *Unknown*

Notes: As in EVVRS, if a substance is found in a student’s possession, select “Substance Possession” and select the substance type or types found in the student’s possession.

If the student is found in the act of sale or distribution of the substance or is found in possession of a large quantity of a substance, select “Substance Sale/Distribution” with the substance type found. School staff must follow New Jersey statute and code in reporting each incident and arranging for an immediate medical examination. If the student or parent refuses the medical exam, report as “Substance Suspected, Refused Exam.” If use is suspected but is not confirmed by medical exam, do not report to the SSDS. If use is confirmed, report as “Substance Use,” and the type of substance or substances that were confirmed by medical exam. If for some reason, use was confirmed but the exact substance could not be determined, you may select substance type “Unknown.”

22 Incident Types in SSDS (New Categories are italicized)

- Arson
- Assault
- *Computer Trespass*
- Damage to property
- *False Public Alarm*
- Fight
- *HIB Alleged*
- HIB Confirmed
- Kidnapping
- *Robbery/Extortion*
- *Sexual Contact*
- *Sexual Assault*
- Substance Use, Possession, Sale, *Suspected*
- Theft
- Threat – Simple
- Threat – Criminal
- Trespass
- Weapon Use, Possession, Sale
- *Other Incident Leading to Removal*

Notes: These are the incident types in SSDS, with the new or revised categories of: “Computer Trespass,” “False Public Alarm,” “HIB Alleged,” “Robbery/Extortion,” “Sexual Contact,” “Sexual Assault,” “Substance Suspected,” and “Other incident leading to removal.” The other incident types have not changed. As in EVVRS, a single incident can consist of multiple incident types. For example, a student might make a criminal threat towards another student while holding a knife. This would be entered into the SSDS as a single incident of criminal threat and weapon use. The new incident type of “Other incident leading to removal” cannot be selected with another incident type – if another incident type applies, it is not an “Other incident leading to removal.” All definitions are detailed in the guidance document beginning on page 3.

23 Incident Field Revisions

- New field: Bias Intimidation
- Criminal Threat categories: Homicide, aggravated assault, sexual assault, kidnapping, arson
- New field: Arrest of student offenders
- Weapons
 - Definition: lethal use or serious bodily injury
 - Fewer categories: bomb, handgun, rifle, air gun, knife/blade, spray, other

Notes: There are a few additional changes to incident fields in SSDS.

First, incidents that are bias-**related** have been collected through the EVVRS, and will still be collected with SSDS. Bias **intimidation** is a new field that refers to a bias-related or HIB incident that is confirmed by law-enforcement to be bias intimidation. It is not an incident type by itself.

Second, while the definition for criminal threat is the same in SSDS, you now must select the type of threat it was: a threat of homicide, aggravated assault, sexual assault, kidnapping, or arson.

Third, under ESSA, student arrests made on school grounds or due to a referral by any school official, are now required to be added to the School Performance Reports, so this field has been added to the incident data collection.

Finally, the weapons definition has been slightly refined to better match the criminal definition of weapon: it refers to any instrument readily capable of lethal use or of inflicting **serious** bodily injury. Serious bodily injury is defined in the SSDS Guidance glossary as an injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Keep this in mind: a student may hurt another student with an object, but do not report it as “weapon use” unless the instrument used is “readily capable of lethal use or of inflicting serious bodily injury.” Also, there are fewer weapons categories, but the “other” weapon category remains.

24 Reporting Firearms

- Handgun, rifle, or bomb is “firearm”
 - U.S. definition and New Jersey definition
- Air guns (e.g., pellet guns or bb guns) are firearms according to New Jersey definition
- *Zero Tolerance for Guns Act N.J.S.A.18A:37-7 and 8*
 - Student removed from school for one year
 - Report to law enforcement
 - Modification per chief school administrator on case-by-case-basis
- Not a firearm
 - Toy gun and imitation gun (do not report)
 - Bomb threat, firearm threat, or fake bomb (report as *False Public Alarm* if they meet that definition)

Notes: Reporting procedures for firearm offenses at school, pursuant to the federal *Gun Free Schools Act* and *New Jersey Zero Tolerance for Guns Act*, have not changed. The information here is to clarify any confusion about reporting firearm incidents at school. The federal and New Jersey definition of firearm

both consider a handgun, rifle, or bomb as a “firearm.” Air guns, which include pellet guns and bb guns, are considered firearms under the New Jersey definition, but not according to the federal definition. A student with a firearm, per the *New Jersey Zero Tolerance for Guns Act*, must be removed from the school for one year. For the offender, we have added removal categories in SSDS that can be selected to more clearly identify a long-term removal to an alternative educational setting. If the student was suspended prior to the one-year removal, you would also enter those details, specifying the number of days the student was suspended before being removed long-term. We have also added a Gun Free Schools Act memo field which can be used to clarify the details surrounding the disciplinary actions taken.

Per the *Gun Free Schools Act* and *Zero Tolerance for Guns Act*, there may be modifications to this one-year removal rule made on a case-by-case basis by the district superintendent, and if the student is one with a disability, then schools must follow the *Individuals with Disabilities Education Act (IDEA)*, New Jersey statute and state regulations for removing a student with a disability from his or her current educational placement. Any modifications or exceptions must be documented in SSDS in the *Gun Free Schools Act* memo field.

Toy guns or imitation firearms should not be reported as weapons; in addition, if a bomb threat, firearm threat (where no bomb or firearm are found) or a fake bomb is found, this would not be a firearm, but may fit the definition of “False Public Alarm.”

25 Commissioner’s Annual Report

- Violence
 - Assault
 - Fight
 - Kidnapping
 - Robbery/Extortion
 - Sexual Assault
 - Sexual Contact
 - Threat – Criminal
 - Threat – Simple
- Vandalism
 - Arson
 - Computer Trespass
 - Damage to Property
 - False Public Alarm
 - Theft
 - Trespass
- HIB
 - HIB Alleged
 - HIB Confirmed
- Substance
 - Use, Possession, Sale, Suspected
- Weapons
 - Use, Possession, Sale
- Removals
 - Removals due to above incident types

- Removals due to other incident types (“Other Incident Leading to Removal”)
- HIB Trainings
- HIB Programs

[Access to previous Commissioner's Annual Reports](#)

Notes: Every year, data reported into EVVRS is aggregated at the state level for the required *Commissioner’s Annual Report to the Education Committees of the Senate and General Assembly on Violence, Vandalism and Substance Abuse in New Jersey Public Schools*. As a result of implementing the new data system, we will be making some changes to the way we report out incidents in this annual report. However, we will not include the incidents reported in the “Other incident leading to removal” category in any “total incident” count for the school or district, as that would be misleading. We will report incidents in the category buckets we have used in the past: violence, vandalism, HIB, substance, and weapons. We will continue to report removals in a separate section similar to what has been done in past reports, but will now be able to include a more comprehensive picture of student disciplinary removals than we have been able to include in the past with the count of removals due to other incident types. We will also, as in the past, include a section on HIB trainings and program. Previous reports can be accessed via the [SSDS landing page](#).

26 Commissioner’s Annual Report (continued)

- Removals
 - In-school suspensions
 - Out-of-school suspensions
 - Expulsions
 - Removal to other educational placements
 - School-related arrests

Notes: A more comprehensive picture of student disciplinary removals will be reported in the following categories at the state level on the Commissioner’s Annual Report:

In-school suspensions

Out-of-school suspensions

Expulsions

Removals to another educational placement for disciplinary reasons (for example: an alternative education program in the district)

Incidents reported to police and School-related arrests

As noted earlier, these categories will be reported at the school and district level for School Performance Reports per ESSA.

27 Training in How to Report Incidents

Notes: The next set of slides present suggestions for training in how to report incidents, including a set of incident scenarios that may occur in schools.

28 Staff Incident Reporting

- Annual training is required per *N.J.A.C. 6A:16-5.3(d)2*
 - Decision-maker who decides which incidents require SSDS entry

- Data-entry personnel to learn the system and understand how to review entries for accuracy
- Train all staff for discipline referral reporting:
 - Know SSDS definitions
 - Use descriptive language
 - Be factual
 - Avoid subjective language

Notes: School staff are required to be trained annually to know what needs to be reported to SSDS and how to report. This presentation can be used to support the training of those staff members designated to make decisions at the school-level regarding what should be reported and changes in the SSDS. Reporting an SSDS incident is based on the facts that are available to the administrator making the report—including his or her own observations, information shared by other staff and the offenders, victims, and/or other student witnesses, or the findings of police investigations. Data entry training modules will be available when the system opens to support the person responsible at the school and district for data entry and data accuracy.

Every staff member in a school does not need to be familiar with all the elements of SSDS itself. What we recommend is that all staff are familiar with the SSDS definitions of what should be reported. They should be trained on how to clearly fill out discipline referrals when an incident occurs keeping these definitions in mind, use descriptive language, focus on the facts in their reporting, and avoid subjective language.

29 Which statement best describes what happened?

- A. “I left my class and saw Joe and Sam in the hallway. Joe shoved Sam into a locker; Sam struck his head against the locker loudly.”
- B. “Joe maliciously attacked Sam, slamming him into locker.”
- C. “Joe assaulted Sam.”
- D. “Two students were messing around in hallway before class.”

Notes: Which of these statements best describes what happened and would be best reported in an initial incident report to the SSDS decision maker?

Description A is best. It describes what happened with facts. When a staff member is describing to you what he or she observed, in writing or in person, ask that he or she document facts. Perceived characterizations of incidents are not helpful, and can lead to under or over reporting.

For example, with option B, a term like “malicious” as in “Joe maliciously attacked Sam” assumes that the witness has knowledge that the offender intended to cause serious harm to the victim.

Also, it is important to take care with what words are used, particularly to avoid terms that have specific SSDS incident definitions tied to them, like “assault”, as in option C, which may or may not apply to this case. Further investigation may reveal that this was a fight, and that the teacher did not witness Sam initially punching Joe – in this case, they would both be considered offenders.

A statement like D: “Two students were messing around in the hallway” gives us little information about what was observed and suggest that both students are offenders. It is important for staff to be descriptive about what they actually saw and heard while being factual.

30 Scenario Practice

- Review scenario
- Review [SSDS Guidance](#)
- Complete paper incident form

Notes: The next slides offer examples of incidents that can occur in schools along with guidance on how to report them in the SSDS. These scenarios offer opportunities for discussion among school-level and district-level users as a training tool. The scenarios can also be found in the SSDS Guidance starting on page 13. Each scenario slide is followed by an overview of how the SSDS incident report forms would be completed for later entry into the system. For practice, review the Scenario slide, then pause this training module and complete a blank form on your own. Refer to the SSDS Guidance document as needed. Then check your form against information on how it should be completed on the slide following each scenario.

31 “The Cafeteria”

Stacey verbally taunted Rebecca with derogatory comments while they were eating lunch in the cafeteria. Then, Stacey forcefully pushed Rebecca’s chair over backward and Rebecca fell to the ground. Rebecca got up and hit Stacey. Stacey hit her back. The girls wrestled and punched each other until a lunch aide separated them. After visiting the nurse, and later the doctor, it was found that Rebecca had a concussion after the incident, while Stacey had a bruise on her cheek. Stacey received a 5 day out-of-school suspension, while Rebecca received a 3 day out-of-school suspension. Please note that these disciplinary responses are added here to provide an example on how this information would be entered into the reporting form, not as an example of what the New Jersey Department of Education would suggest is an appropriate disciplinary response to each offense.

32 “The Cafeteria” SSDS Incident Report Form

- Complete school name, date, description of incident
- Type: select “Fight”
- Location: “In School Building”
- Number of known offenders: “2”
- No other information on this page is necessary for this incident.

Notes: On the Incident Report form, complete the name of the school, incident date, and incident description. Do not enter any student names in the incident description field. For incident type, select “fight.” For location select “In school building.” For “Number of known offenders,” enter “2”. The remaining areas of the page can be left blank, because they do not pertain to this particular incident. A review of the SSDS Guidance will be very helpful to clarify the terms that are used on this form and in the new data system.

33 “The Cafeteria” SSDS Offender Form

- Offender Type: Select “Student at this school” for both students
- Complete first and last name and NJ SMART ID

- Did offender cause injury?: Check “yes” for both
 - Stacey “major injury”
 - Rebecca “minor injury”
- Was offender arrested?: Select “no” for both
- Was offender suspended?: Select “yes” for both
- Out-of-school suspension, Number of days:
 - Stacey “5”
 - Rebecca “3”
- Educational services provided: Select “no” for both
- Other disciplinary action: Select “no”

Notes: Two offender pages will need to be attached to the incident report form, because both Stacey and Rebecca are offenders. Select “student at this school” and enter the student name and student ID number for each offender on a separate offender reporting form. The ID number will be used to obtain demographic information on the students required for federal reporting, but the student names will not be entered into the data system. These names are for the school and district use only.

Stacey caused a concussion in Rebecca, considered a “major injury,” Rebecca caused Stacey to have a bruise, a “minor” injury. Neither student was arrested, but both were suspended: Stacey for 5 days, Rebecca for 3 days. They did not receive educational services, so select “no” for that. There were no other reported disciplinary actions, so that would be marked “no” as well.

34 “After School”

When Jose, an eighth grader, leaves school at the end of the day, Dwayne (another eighth grader at the school) is waiting down the street away from the school and assaults Jose. Dwayne is suspended for 4 days out of school with no educational services and receives a Saturday all-day detention.

35 “After School” SSDS Other Incident Leading to Removal Report Form

- Complete school name, date, description of incident
- Number of known offenders: “1”
- Complete first and last name and NJ SMART ID
- Was offender arrested?: Select “no”
- Was offender suspended?: Select “yes”
- Out-of-school suspension, Number of days: “4”
- Educational services provided: Select “no”
- Other disciplinary action: Select “Yes”

Notes: Although this incident is serious and the school disciplined the Dwayne, it did not occur on school grounds, so it would be reported as an “Other incident leading to removal” rather than as an “Assault.” School authorities have the right to impose a consequence on a student for conduct away from school grounds only when it is reasonably necessary for the student’s physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds (N.J.A.C. 6A:16-7.5).

On the Other incident leading to removal Report form, complete the name of the school, incident date, and incident description. For “Number of known offenders,” enter “1”. Enter Dwayne’s name and student ID number. He was not arrested, but was suspended, so enter 4 for number of days out-of-school suspension. Educational services were not provided, but select “yes” for other disciplinary action,

because Dwayne received a Saturday detention. Information does not need to be reported regarding victims of other incidents leading to removal.

36 “Math Class”

Shannon and Tracey were arguing during 6th-grade math class. When the teacher intervened, Shannon called Tracey a name that is considered a racial slur. The teacher reprimanded Shannon, classroom instruction continued, and nothing more happened between the girls. The teacher spoke with Tracey after class and Tracey told the teacher that she was upset by the racial slur and felt insulted and humiliated. An HIB investigation was initiated, but did not find that all of the applicable criteria were met. Shannon received a lunch detention.

37 “Math Class” SSDS Incident Report Form

- Complete school name, date, description of incident
- Type: select “HIB Alleged”
- Location: “In School Building”
- Number of known offenders: “1”
- Number of victims: “1” victim at this school

Notes: On the Incident Report form, complete the name of the school, incident date, and incident description. For incident type, select “HIB Alleged.” For location select “In school building.” Note that all HIB incidents that occur on or off school grounds are required to be reported, and there are location categories to document that for HIB: on school grounds, off school grounds, or both on and off school grounds. For “Number of known offenders,” enter “1”. Also enter “1” student victim at the school.

38 “Math Class” SSDS Offender Form

- Type: Select “Student at this school”
- Complete first and last name and NJ SMART ID
- Was offender arrested?: Select “no”
- Was offender suspended?: Select “no”
- Other disciplinary action: Select “yes”

Notes: One offender page will be attached to the incident report form. Select “student at this school” and complete information on the student name and student ID number. Select “no” for whether the offender was arrested and also for whether the offender was “suspended.” Select “yes” for other disciplinary action, because Shannon did receive a lunch detention.

39 “Math Class” SSDS HIB Form

- Incident investigated within 10 days?: Select “Yes”
- Complete first and last name of HIB investigator
- Nature of HIB incident: Select “Race and/or Color”
- Complete first and last name of HIB victim, complete gender, race, English Language Learner status, and disability status

Notes: One HIB page will need to be attached to this incident. Select that “yes,” this incident was investigated within 10 days and enter the name of the lead investigator. For nature of HIB incident, select “Race and/or color,” since Tracey was targeted based on her race. Because the HIB was not

confirmed, other details do not need to be entered on this form. However, for federal reporting of HIB allegations, enter the victim demographic characteristics. A space is available on the form for the victim's name for the school and district records only – the victim's name will not be reported into the SSDS.

40 HIB Trainings and Programs Reporting

41 HIB Trainings and Programs

- Moved from the HIB-ITP system
- Report anti-bullying trainings and programs
 - Trainings: Instruction and/or practice activities specifically designed to prepare someone to implement a program or strategy, fulfill a responsibility, or implement a skill proficiently.
 - Programs: Events, plans, systems, or a series of scheduled organized activities or procedures under which action may be taken towards a goal
- Remember: the “target population” is who is receiving the training or program, not who is conducting the training or program.

Notes: The collection of trainings and programs will remain the same as in the HIB-ITP system. All trainings and programs conducted during the year to support anti-bullying efforts in schools and districts must be reported to the SSDS.

Select and enter as “HIB training” when reporting an instruction and/or practice activity specifically designed to prepare someone to implement a program or strategy, fulfill a responsibility, or implement a skill proficiently.

Select and enter as “HIB program” when reporting an event, plan, system, or a series of scheduled organized activities or procedures under which action may be taken towards a goal. Some of the more commonly reported programs in schools are, Week of Respect activities, Positive Behavior Intervention and Supports, Olweus Bullying Prevention Program, Responsive Classroom.

When reporting, the target is who is being trained or receiving the program, NOT who is conducting the trainings or programs.

42 Timeline for Submission and Contact Information

43 SSDS Timeline for School Year 2017-18

- July 1 – December 31, 2017 Track HIB Trainings and Programs for Report Period 1
- September 1 - December 31, 2017 Track Incidents for Report Period 1
- September 1 - December 31, 2017 Report to the Board of Education on Report Period 2, 2016-2017
- Report Period 1 Certification due January 31, 2018
- January 1 - June 30, 2018 Track Incidents, HIB Trainings, and HIB Programs for Report Period 2
- January 1 - June 30, 2018 Report to the Board of Education on Report Period 1, 2017-2018
- Final Certification due July 16, 2018

Notes: Here is a timeline for SSDS reporting in the upcoming school year. Documentation of HIB trainings and programs should be tracked for report period 1 from July through December of 2017. Documentation of Incidents for report period 1 should be tracked from September through December of 2017. The deadline for Report Period 1 certification is due on January 31, 2018. Documentation of HIB trainings and programs and incidents for report period 2 should be tracked from January through June of 2018, and the district report to the Board of Education or Governing Authority for report period 1 should occur during this time. Once the system is opened, incidents can be entered on a continual basis until the system closes at the end of the year on July 16, 2018. Final end of the year certification for all incidents, trainings, and programs occurring throughout the school year are due on July 16, 2018.

44 Questions?

Email ssds@doe.state.nj.us

Notes: If you have any questions regarding the Student Safety Data System, email ssds@doe.state.nj.us.