



June 13, 2019

(X) Action Required
Due date: August 15, 2019
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BULLETIN NO. 037-19 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2018–2019 Weapons in Schools, and Harassment, Intimidation or Bullying (HIB)
Data Collection

CONTACT: Mike Donlin, Program Supervisor, School Safety Center
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Lisa Ireland, Research Analyst
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PURPOSE/BACKGROUND

Weapons in Schools, and Harassment, Intimidation, or Bullying (HIB) data is used to meet both federal and state reporting requirements. The Office of Superintendent of Public Instruction (OSPI) is required to collect information on all known incidents involving the possession of weapons on school premises, transportation systems, or in areas of facilities while being used exclusively by public or private schools for each public school district, charter school district and each approved private school. In addition, OSPI is required to collect information from districts about the individual responsible for their HIB policy, procedures, materials, curricula and trainings used.

Tribal school or tribal compacts that report federal data through the Bureau of Indian Education are not required to submit this data to OSPI.

The Weapons in Schools, and Harassment, Intimidation, or Bullying (HIB) reports are available and must be accessed, reviewed, and submitted to OSPI via the Education Data System (EDS) by **August 15**.

Districts must review, for each of their schools, the pre-populated data within the Weapons and HIB tabs and provide data for the sections which are not populated, via the Behavioral and Weapons application in Education Data System (EDS) by August 15. OSPI has pre-populated the Weapons in Schools application with data already submitted by your district to the Comprehensive Education Research and Data System (CEDARS). If the pre-populated data contained in the application is inaccurate, districts will need to correct the data in their Student Information System (SIS) and resubmit their data to CEDARS.

A user guide, located within the Behavior and Weapons application in EDS, provides instructions and guidance on reviewing, updating, and approving the report.

Note: Incarcerated youth are not included within these data reports.

Data Available to the Public

OSPI publishes district behavior and weapons data on the OSPI website that complies with the federal statute requiring states to make available to the public offenses resulting in suspensions and expulsions in public elementary and secondary schools (Elementary and Secondary Education Act, 2001, 4112(c)(3)(B)(ii); 4112(c)(3)(D)). Data will be made available on the OSPI School Safety Center Data and Reports page at <http://www.k12.wa.us/safetycenter/Weapons/default.aspx>.

Helpful Hint for Reporting and Accessing the Data Collection System

School districts are responsible for missing, incomplete, or inaccurate data. Please check your data carefully; it will be published on the OSPI website.

School and District Access to the Electronic Data Collection System

The Behavior and Weapons application can be found under My Applications in the EDS at <http://eds.ospi.k12.wa.us>. If you do not already have access, follow the instructions below:

1. School and school district personnel completing and submitting the report must first contact their District Data Security Manager (DDSM) to be given access to the reporting system. If you do not have a username and password, you may create an EDS account or your DDSM can create an account for you. A list of DDSMs for each district is available at <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>.

DDSMs are able to assign the following roles:

- Behavior and Weapons District Administrator
- Behavior and Weapons User
- CEDARS District Administrator

2. Please update your contact information in your EDS account, found under Edit my personal information. This will enable us to communicate with you more effectively as our distribution lists are generated through this feature.

The Behavior and Weapons application will open by **June 17**.

Final data will be pulled after the CEDARS nightly load on **August 15**.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Mike Donlin, Program Supervisor, School Safety Center, at 360-725-6044, or email mike.donlin@k12.wa.us or Lisa Ireland, Research Analyst at 360-725-6358, or email lisa.Ireland@k12.wa.us. The OSPI TTY number is 360-664-3631.

Technical questions related to the Behavior and Weapons application should be directed to OSPI's Customer Support at CustomerSupport@k12.wa.us or 1-800-725-4311, option 7.

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This bulletin is also available on the [Bulletins and Memoranda](#) page of the OSPI website.

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CR:bc

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complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.