# SUPERINTENDENT OF PUBLIC INSTRUCTION

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June 7, 2018

(X)   Action Required
Due date: July 31, 2018
( )   Informational

BULLETIN NO. 044-18 STUDENT ENGAGEMENT & SUPPORT

TO:   Educational Service District Superintendents
School District Superintendents
School District Business Managers
School Building Principals
Charter School Administrators
Private School Administrators
District Data Security Managers
Behavior and Weapons District Administrators
Behavior and Weapons Users
HIB Compliance Officers
CEDARS District Administrators

FROM:   Chris Reykdal, Superintendent of Public Instruction

RE:   2017–2018 Weapons in Schools, and Harassment, Intimidation or Bullying (HIB) Data Collection

CONTACT:   Mike Donlin, Program Supervisor, School Safety Center
360-725-6044, mike.donlin@k12.wa.us
Customer Support
800-725-4311 option 7, customersupport@k12.wa.us

Weapons in Schools, and Harassment, Intimidation or Bullying (HIB) data is used to meet both federal and state annual 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 and charter schools about the individual responsible for their HIB policy, procedures, materials, curricula and trainings.

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 HIB applications are available and must be accessed, reviewed, and submitted to OSPI via the Education Data System (EDS) by **July 31.**
Districts must review, for each of their schools, the pre-populated data within the Weapons in Schools, and the HIB applications and provide data for the sections which are not populated, via the Education Data System (EDS) by July 31. 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: Data for students in Institutional schools are not included in this report.

**Data Available to the Public**
OSPI publishes district 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 K–12 Data and Reports page at http://www.k12.wa.us/safetycenter/Weapons/default.aspx .

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 **May 21.** Final data will be pulled after the CEDARS nightly load on **July 31.**

**INFORMATION AND ASSISTANCE**
If you have questions pertaining to this bulletin or program data, you may contact Mike Donlin, Program Supervisor, School Safety Center, at 360-725-6044, or email at mike.donlin@k12.wa.us or Lisa Ireland, Research Analyst at lisa.Ireland@k12.wa.us.

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.

This bulletin is also available on the Bulletins page of the OSPI website at www.k12.wa.us/BulletinsMemos/bulletins2018.

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CR:bc