June 2, 2015

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

FROM: Nancy Curry, Director
    Office of Student Support Services

SUBJECT: Electronic Violence and Vandalism Reporting System (EVVRS) Data Verification and Harassment, Intimidation and Bullying – Investigations, Trainings and Programs (HIB-ITP) Data Certification for the 2014-15 School Year

The due date for verifying your agency’s Electronic Violence and Vandalism Reporting System (EVVRS) data and certifying your Harassment, Intimidation and Bullying – Investigations, Trainings and Programs (HIB-ITP) data for the 2014-15 school year is July 15, 2015.

**EVVRS Verification Requirements:** Timely verification of your agency’s violence, vandalism, substance and weapons offenses and harassment, intimidation and bullying (HIB) incident data through EVVRS is necessary for the New Jersey Department of Education (NJDOE) to fulfill reporting requirements under the Anti-Bullying Bill of Rights Act (P.L. 2012, c. 122); to submit the Commissioner’s report to the Legislature by October 1, 2015, and to report to the Federal government. The verification process also satisfies your reporting requirements under N.J.A.C. 6A:16-5.3(d). Even if your agency has zero (0) incidents to report, it is still required to complete the data verification by the July 15 due date.

The data verification deadline is not flexible.

Additionally, P.L. 108-446 requires districts/charter schools to report ALL disciplinary removals for students receiving special education and/or related services lasting at least one-half day. Disciplinary removals are defined as any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapons offenses or serious bodily injury, and removal by a hearing officer for likely injury to self or others. The NJDOE reports this data annually to the U.S. Department of Education.

Incident data may be collected by districts/charter schools on either the Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form (which includes HIB and weapons offenses) or on the Report of Suspension of Students with Disabilities (for reasons other than violence, vandalism, weapons offenses, substance offenses or HIB) form and must be reported in the EVVRS. Both forms are available on the EVVRS Welcome Page under the heading “Reporting Forms.” Using the VV-SA Incident Report Form will assist you in accurately reporting in EVVRS. Districts may also use a local-level EVVRS reporting form adopted by the district board of education for such purposes, pursuant to N.J.A.C. 6A:16-5.3(a1).

**HIB-ITP Certification Requirements:** For districts and charter schools, timely certification of your agency’s HIB-ITP data is required under the ABR to indicate the number of HIB investigations initiated and completed within 10 days; training conducted and programs implemented to reduce HIB pursuant to N.J.S.A. 18A:17-46. Even if your agency has zero (0) HIB investigations, affirmed incidents (i.e. found to be HIB by
the Board of Education), trainings or programs to report, this must be verified by entering such for EACH SCHOOL prior to completing the data certification procedure. The data certification deadline is not flexible.

It is important that the number of affirmed incidents (i.e. found to be HIB by the Board of Education) in the HIB-ITP system match the number of affirmed HIB incidents reported in the EVVRS. Please verify data in both systems.

NOTE: Approved private schools for students with disabilities are required to report EVVRS data by July 15, 2015 and are not required to submit HIB-ITP data.

After July 15, 2015, both systems will close and modifications cannot be made. Detailed guidance for both EVVRS data verification and HIB-ITP data certification is attached.

EVVRS and HIB-ITP Report Modules: For your convenience, EVVRS users with district-level access can retrieve aggregated EVVRS reports for your agency by selecting the EVVRS Report Module button on the EVVRS Welcome page. This feature allows agencies to view and print reports on data broken down by the enumerated categories as listed in section N.J.S.A. 18A:37-14, data broken down by each school in your district and district-wide data, in addition to other detailed reports. HIB-ITP reports may be ordered through the HIB-ITP Data Collection System by logging in and selecting “Reports” from the Main Menu. The EVVRS and HIB-ITP reports are useful for analyzing your agency’s incident-related data and for reporting to your governing authority.

Summer Incidents: EVVRS incidents that occur between July 1, 2015 and August 31, 2015, do not need to be reported in the EVVRS or HIB-ITP systems. You should follow your district's student code of conduct in handling these incidents with respect to disciplinary action for the offender and student support services for the victim. In addition, for reports of HIB, you must follow the law (ABR) by conducting an investigation and reporting to your governing authority. Districts should maintain their own records of incidents and actions taken during the summer.

Summer HIB-Related Trainings and Programs: Summer 2015 HIB-ITP trainings and programs should be reported during HIB-ITP Report Period 1 beginning July 1, 2015 and ending December 31, 2015.

The Homeroom Administrator on file for your agency will receive a copy of this memo and it will be posted on the EVVRS Welcome page at: http://homeroom.state.nj.us/EVVRS.htm under Notices. If you have any questions, please send an email to EVVRS Support at evvrs@doe.state.nj.us. Please include your district CDS code in all correspondence. Thank you for your continued cooperation and commitment to the submission and use of accurate data.

Attachment
c: Members, State Board of Education
  David C. Hespe, Commissioner
  Senior Staff
  Harold Lee
  Peggy McDonald
  Diane Shoener
  Peter Carfagno
  Mary McKillip
  Elaine Lerner
  Executive County Superintendents
  Executive County Business Officials
  Executive Directors for Regional Achievement Centers
  Garden State Coalition of Schools
  NJ LEE Group