

Q&A for Bullying/Harassment Reporting System

Please continue to submit Questions to penny.bisignano@iowa.gov

Q-When does the site go Q-live?

A- September 15, 2012- It is live now.

Q-What will the deadlines be for entering the data?

A- First deadline is December 15, 2012; a reminder will come to you via email on December 1, 2012. Final deadline is July 15, 2013. Please keep entries up to date.

Q-We have had a significant number of administrative changes. How do we get an ID/password for building principals?

A- School Superintendents or their designees will determine who accesses and inputs data in the reporting system.

Q-This is only for administrators to use, right? Not individual teachers.

A. School Superintendents or their designees will determine who accesses and inputs data in the reporting system.

Q-What school year data goes in this system?

A. Data for this system is being collected for the 2012-2013 School year. You reported previous school years data in spring BEDS last year.

Q-I see a due date on the reporting site of 10/15/12. Is there a real due date or on-going reporting

A. We have adjusted that date. First deadline is December 15, 2012; a reminder will come to you via email on December 1, 2012. Final deadline is July 15, 2013. (See next Question and Answer)

Q- How often do we need to put in data?

A- *We recommend you put in data as often as possible. When you do that you can pull up reports and use your data to make decisions about programming and intervention needs in your school. We will be looking at the data at least quarterly at the state level. We will be sending you reminders if no data appears in the system.*

Q-Will a reminder be sent to districts or to individual schools?

A. Reminders will be sent by email to those who have a secure password to the application and to Superintendents in each district as well.

Q-Does this eliminate the Spring BEDS report for bullying and harassment because the data is being pulled from this system? A- Yes

Q-Is each school, larger districts, to report each quarter or does one person only report for the state?

A. Data in this system is entered by incident. School districts can pull reports and look at district wide data at any time. The hope is that districts will look at data frequently as a guide to programming needs that are designed to address bullying and harassment.

Q-Login and password are they the same as used for the Springs BEDS?

A- Yes if you have previously had access to the application. The new data reporting system is located in EdInfo. School Superintendents or their designees will determine who accesses and inputs data in the reporting system.

Q-Is this application available from the EdInfo site now?

A- Yes

Q-When the questions and answers are posted on the DE website, will we get notification when they are completed?

A. Yes, we are going to use the email addresses of those who participated in the webinars to introduce this system as our audience. In addition, we will include school personnel who seek access to the reporting system. If you wish to be included in updates, please send your email address to penny.bisignano@iowa.gov

Q-How will we find the Q&A? Is there a link to follow?

A. It will be posted on the [anti-bullying/harassment webpage](#) at DE.

Q-How will we find the Q&A? Is there a link to follow?

A. [Click Here](#) for the link

Q- Do we enter data as the incidents occur?

A- Yes

Q-I am having difficulty getting the system to take my data. What am I doing wrong?

A- *Remember to always hit update to tell the system to take the data.*

Q- Can I change an entry after submitting it?

A- *Yes you can.*

Q- Do I need a state ID number for students from out of district reported as bullying?

A- *No, not for students out of district but Yes for students in district.*

Q- Do we report every time a student is called a name?

A- *No, remember you report all incidents that meet the criteria for bullying/harassment based on the targeted student's perception of the incident- Ask yourself if the student's perception of the incident appears to meet the definition of bullying or harassment. If the answer is yes, then this is written down and reported to the state. Of course an investigation follows and that is where the determination of founded or unfounded is made. (see slides 9-11 in the PowerPoint located on this same webpage)*

Q-Bullying behaviors may be clearly different than behavior that meets the definition of bullying. How does one distinguish between the two as to what is worthy of reporting?

A. Always report **all** incidents that meet the criteria based on the targeted student's **perception** of the incident – if the student's perception of the incident appears to meet the definition of bullying or harassment

Q-The difficulty is not in entering the data, per se, but in interpreting the definition to determine if data has to be entered. Any assistance for that?

A- Always report **all** incidents that meet the criteria based on the targeted student's **perception** of the incident – if the student's perception of the incident appears to meet the definition of bullying or harassment. Please watch this webpage for announcements, further clarification and additional guidance regarding reporting.

Q-Do we need to input any and all incidents that a parent or student "perceives" they are bullied or harassed and yet may not meet the definition?

A- Always report **all** incidents that meet the criteria based on the targeted student's **perception** of the incident – if the student's perception of the incident appears to meet the definition of bullying or harassment

Q-If kids come in and claim they are being harassed--but it does not meet the definition of harassment, do we report it?

A- Always report **all** incidents that meet the criteria based on the targeted student's **perception** of the incident – if the student's perception of the incident appears to meet the definition of bullying or harassment

Q-Am I correct that if it is unfounded I am still required to report it?

A- Yes

Q-What do you report if it happens outside of school but is reported to you? Or do you report it at all?

A- You report all incidents that meet the criteria for bullying/harassment based on the targeted student's perception of the incident- Ask yourself if the student's perception of the incident appears to meet the definition of bullying or harassment. If the answer is yes, then this is written down and reported to the state. Of course an investigation follows and that is where

the determination of founded or unfounded is made. (See slides 9-11 in the PowerPoint located on this same webpage)

Q-It looks like the DE wants to get a better idea of the "behavior" in schools more than the legal definition of bullying (which is so narrow). The fact that we can claim "unfounded" but another rule or policy has been broken covers a lot.

A- The hope is that you may use this data to guide you in looking at situations in your district that arise around school climate. That is broadens the scope of efforts to address those conditions for learning (safety, engagement and environment) that are critical to high achievement.

Q-It's been a long time since we had the initial training with Carol Greta via the ICN, perhaps we should do that training again to help us define bullying/harassment vs. Suzy bullied me by calling me a name and now I feel sick to my stomach.

A- We will be providing additional guidance in this effort. Please watch School Leader Update and this webpage for further announcements.

Q- What if this is an informal complaint of bullying that is unfounded. We might have a parent meeting rather than a written summary

A- The determination of unfounded would have come through an investigation. This data system is designed to follow that process.

Q-Are we required to list the names of staff that have a founded case of harassment or bullying?

A- No, staff names or identification of staff are not entered in this system See Iowa Code Section 22.7 (11)

Q-Would it be helpful to LEAs to have access to a glossary that explains the 17 different traits of students for which they could be bullied?

A- The legislature did not define the traits

Q.-Will districts be able to access the Ed Info data for reports?

A- Absolutely. That is the one of the great gifts of this system. Please watch the recorded webinar for David Krieger's explanation of how to create reports.

Q-Can a district download their Ed Info to an Excel/Word Doc?

A- As of this point, there is not a mechanism to do that.

Q-Will there be further trainings as to what to report? I get the sense from other administrators that all of us are not on the same page. As you know, data is only good if it is accurate and truly reflects practice.

A-The Department will be providing ongoing information and guidance around what to report.

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