

## Youth Bullying Prevention Act Data Collection | Frequently Asked Questions

### Why Does OHR Collect Data on Bullying Incidents? What Authority Does It Have to Collect This Data?

The Youth Bullying Prevention Act of 2012 and its [associated regulations](#) require that each educational institution report data on all bullying incidents for the most recent school year to the OHR by **August 15** of each year. OHR is required by the same Act to produce a [biennial report](#) for the DC Council that includes an aggregate reporting of these data.

### What Data Are You Requesting?

OHR requests the following data points:

- **The number of unique incidents of bullying reported to the school in school year 2023 – 2024**
  - This represents all cases of bullying reported to the school by a student, parent, or other informant, inclusive of incidents later deemed to not meet the definition of bullying under the Youth Bullying Prevention Act. This number should be greater than or equal to the number of verified incidents. In most cases, this number should be greater than zero. For purposes of this data collection, an incident is considered to be any case that resulted in an investigation; multiple reports may have been made about an individual case.
- **The number of unique incidents of reported bullying that were verified upon investigation in school year 2023 – 2024**
  - This represents the number of reported bullying incidents that were confirmed after investigation to meet the definition of bullying under the Youth Bullying Prevention Act. This number should be less than or equal to the number of reported incidents.
- **The number of incidents (both reported and verified) based upon each enumerated characteristic as defined in the Youth Bullying Prevention Act in school year 2023 – 2024**
  - Each incident of bullying may be based on one or more of the youth's distinguishing characteristics (e.g., race, sex, age, personal appearance, etc.) defined in the Youth Bullying Prevention Act.
- **The number or disciplinary and/or other consequences used as a result of bullying incidents in school year 2023 – 2024**
  - Consequences for bullying are typically defined in each local education agency's (LEA) policy. We are interested in knowing the type of discipline used for each incident (regardless of the number of students subjected to that discipline). For example, if two students were suspended for the same incident of bullying, that would be included as one use of suspension.

- **Verification of annual training to staff in school year 2023 – 2024, including the date and time of the training and the contact information or the trainer**
  - The Youth Bullying Prevention Act requires annual training of school staff by each youth-serving organization.

#### How do I submit my data?

Data will be collected from bullying points of contacts' responses that they enter into this [secure online platform](#).

- Each school must log in to enter data with the following information:
  - Username: [OSSE School Code](#) (e.g., Amidon-Bowen Elementary School is 203)
  - Password: OSSE LEA Code (e.g., DC Public Schools is 001)
- Each bullying point of contact will receive an email from Ernest Shepard on May 15 with their school's log-in information. Please note that if you are the point of contact for multiple schools, you will receive multiple emails – one email per school.
- Please note, only one entry can be started for each reporting school. However, you can save your responses and return to them by logging in with the link above. This allows you to both edit your responses or complete the survey in stages.

**Data are to be reported by school building.** LEAs that oversee multiple school buildings should enter data for each school building separately.

**Data are requested as soon as possible but must be submitted by August 15.** Points of contact will receive at least one reminder email per month until data are submitted.

**The survey is expected to take around 15 minutes or less for most school buildings.**

#### How will my data be used? Who will have access to my school's data?

All data will be aggregated and reported to the DC Council in DC OHR's biennial report. Data will only be reported in aggregate across all education institutions in DC and will not be reported for any individual school or by sector (i.e., public vs. public charter schools).

However, if you do not provide any data, OHR reserves the right to include a list of schools that did not provide data in the report. OHR also reserves the right to include a list of schools that report zero bullying incidents.

Once your data are entered into the online system, only the DC Office of Human Rights and Child Trends, our contracted research partner, will have access to them. All data will be stored and/or transported using secure methods to prevent disclosure.

### What if my school has not been tracking bullying reports and incidents this way? Should I just report zero?

- Since the start of the 2018–19 school year, each school’s bullying point of contact has received a monthly newsletter that includes a link to a spreadsheet tracking tool to record these data.
- The online data collection includes a question about whether your school is unable to provide data and, if so, why it is unable to do so. If you are unable to provide data, or if you indicate that you have had zero reported incidents of bullying, OHR reserves the right to include this information in the biennial report.

### Whom can I contact with further questions about reporting my data?

- Please email your questions to Ernest Shepard (he/him) at [ernest.shepard@dc.gov](mailto:ernest.shepard@dc.gov) and Michael Martinez (he/him) at [mmartinez@childtrends.org](mailto:mmartinez@childtrends.org). You will receive a response within 24 hours, or on the next business day.
- **For further information on the Youth Bullying Act:** If you have questions or want to learn more about the Act, please visit [ohr.dc.gov/page/bullyingprevention](https://ohr.dc.gov/page/bullyingprevention)

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