Youth Bullying Prevention Act Data: Frequently Asked Questions

Q1: Why is the DC Office of Human Rights (OHR) collecting these data? What authority does it have to collect these data?

The Youth Bullying Prevention Act of 2012 and its associated regulations require that each educational institution report data on all bullying incidents to 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.

Q2: 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 OHR's biennial report. Data will only be reported in aggregate across all education institutions in DC; data 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.

Once your data is 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.

Q3: What data are you requesting?

DC OHR is requesting the following data points:

- The number of unique incidents of bullying reported to the school in school year 2017–18

  - 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 2017–18

  - This represents the number of reported bullying incidents that were confirmed to meet the definition of bullying under the Youth Bullying Prevention Act after investigation. 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 2017–18

  - Each incident of bullying may be based on one or more enumerated characteristics defined in the Youth Bullying Prevention Act.

- The number of disciplinary and/or other consequences used as a result of bullying incidents in school year 2017–18

  - 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 2017–18, including the date, time, and biographical information of the trainer

  - The Youth Bullying Prevention Act requires annual training of school staff by each youth-serving organization.

Q4: How do I submit my data?

- Data will be collected using a secure online platform located at: https://www.surveygizmo.com/s3/4303024/DC-Bullying-1718

  - Each school must log in to enter data with the following information:

    - Username: OSSE School Code (e.g., Aiton Elementary School is 202)

    - Password: OSSE LEA Code (e.g., DC Public Schools is 001)

  - Please note, only one entry can be started for each reporting school. You will be provided an opportunity to save and return to a submission once that submission is started.

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

- Data are requested as soon as possible, but must be submitted by August 15.

Q5: What if my school has not been tracking bullying reports and incidents this way? Should I just report zero?

- Since the start of the 2017–18 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.

Q6: Whom can I contact with further questions about reporting my data?

- Please email your question to suzanne.greenfield@dc.gov and dtemkin@childtrends.org. You will receive a response within 24 hours, or on the next business day.