BULLYING DATA COLLECTION MANUAL

Guidance Document

JUNE 13, 2018
MARYLAND STATE DEPARTMENT OF EDUCATION
202 W. Baltimore St. Baltimore, Maryland 21202

TABLE OF CONTENT

Section 1. Overview

The Safe Schools Reporting Act of 2005 requires that local school systems report incidents of bullying, harassment or intimidation to the Maryland State Department of Education (MSDE) annually, and that the MSDE report the results to the legislature. The annual report summarizes the total number of incidents occurring statewide as well as the number of incidents at each age level (both victim's and offender's), the number of incidents at each type of location, the number of incidents involving various acts, the number of incidents perpetrated based on various alleged motives, the number of days victims and offenders were absent as a result of the incident, the investigative methods used by school personnel, and the corrective actions taken.

In order to complete this annual report, MSDE requires each local school system to collect completed Bullying, Harassment, or Intimidation Reporting Forms as well as the related Bullying, Harassment, or Intimidation Incident School Investigation Forms, and to compile information about the incidents into the reporting categories listed above. The primary responsibility of school personnel is to address the needs of students involved in bullying, harassment, or intimidation. It is also important to precisely record the required information so that accurate reports can be filed and a true picture of the problem can be discerned.

Local school systems are being asked to submit their 2018-2019 HB 407, Safe Schools Reporting Act of 2005 Reports using an electronic reporting instrument. This instrument is in a Microsoft Excel spreadsheet. This is the same format that has been used in previous years. The MSDE staff members have developed this spreadsheet in hopes that it will make reporting easier and more accurate. In addition, this manual has been developed to help local school system representatives with the process of completing the report and submitting it to the MSDE. For technical assistance when completing the report, contact Kristi Peters (by phone at 410-767-0324); or by e-mail at kristi.peters@maryland.gov .

Completing the Safe School report consists of three main steps: 1) Receive the spreadsheet via e-mail (it is an attachment) from the MSDE; 2) Complete the information in the spreadsheet using Microsoft Excel; and 3) E-mail the completed Excel spreadsheet to Marone.Brown2@maryland.gov.

Section 2. Retrieving the Spreadsheet

1. The local school system representative for bullying, harassment, and intimidation data collection receives an e-mail from MSDE which will include an Excel file attachment named **LSS Reporting Instrument.**

2. The following are the requirements regarding your computer system for working with this file:
    - **Minimum Microsoft Operating System**: Windows 7 and higher.
    - **Minimum Mac Operating System**: Mac OS 10.0 and higher

3. The Excel spreadsheet should be saved to a hard drive. To do this, simply click twice on the Excel spreadsheet file attachment in the e-mail from MSDE.

4. A popup box will appear, asking whether you would like to open the file from its current location, or save it to your computer. Choose "Save."

5. Another popup box will ask to navigate to the location on the computer where the file can be saved. Choose a location where the file can easily be accessed – the Desktop is a convenient location. Then click "Save."

6. Minimize or exit the e-mail application.

Section 3. Completing the Report

1. Find the "LSS Reporting Instrument.xls" file on your computer, and double-click it to open. Note: If the file will not open by double-clicking, it can be opened instead with Microsoft Excel first then by opening the file from Excel first and then open the file from within Excel.

2. The title for the report "Bullying, Harassment, or Intimidation Incident Reporting Instrument" should be followed by the reporting period and due date.

3. Maximize the spreadsheet window to ensure that the entire instrument is seen.

4. There are three pages. Please be sure to complete every page.

5. To move from field to field, use the "Tab" key on your keyboard or use the mouse to click in a desired field.

6. Fill in responses in fields where you see bordered **yellow highlighted** cells.

7. The overall instructions are to enter the number of incidents in each category. In some instances, the items are "mark all that apply"; **in these cases, totals may exceed the total number of reports filed**.

8. Prior to completing the Excel file report, you will need to compile information from all incident Reporting Forms and School Investigation Forms. A key on the form delineates where the information to be filled in can be found: R= Information is located on the Bullying, Harassment, or Intimidation Reporting Form and I= Information is located on the Bullying, Harassment, or Intimidation Incident School Investigation Form.

9. Save work as progress is made through the form. Click on the floppy disc icon up on the toolbar or use the File menu to save your work.

10. The following information will define the data elements in the data collection form:

> **Local School System**:
>
> - Enter the Local School System name.

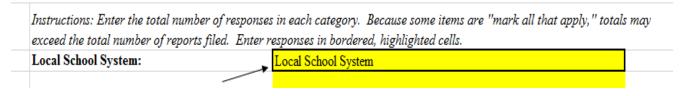|	
Instructions: Enter the total number of responses in each category. Because some items are "mark all that apply," totals may exceed the total number of reports filed. Enter responses in bordered, highlighted cells.	
Local School System:	Local School System

Table 1.

Ages: Enter the number of persons in each age category that have an associated Reporting and Investigation form.

- The number of student victims, and
- The number of alleged offenders. Note that alleged offenders are divided into three categories: (1) in the victim's school, (2) not in the victim's school, and (3) alleged
- Offenders who are not students. Alleged offenders should be counted only **ONCE** in one of these three categories. (See below)

Number of Alleged Student Victims	Number of Alleged Student Offenders in Student Victim's School	Number of Alleged Student Offenders Not in Student Victim's School	Alleged Offenders Who are Not Students
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
1	2	0	1
0	0	0	0

Table 2

NOTE: The total number of victims may **EXCEED** the total number of incidents as you may now note that **MULTIPLE** victims may be reported on a **SINGLE** Incident Reporting Form. It is also possible that the total number of victims reported under the "Ages" area will be fewer than the total number of incidents, if not all incident reports indicated the victim's age.

The total number of offenders may exceed the total number of incidents, since it is possible that a single incident involved more than one offender.

Location of Incidents:

- Please count all that apply for each Reporting Form, as some incidents may occur at more than one location (e.g., the incident may start on the school bus and continue on school property). For example, if you have "5" reporting forms, and "4" checked only "On school property"

and "1" checked both "On school property" and "On a school bus," on your Excel form you would put "5" next to "On school property" and "1" next to "On a school bus." Note: The Reporting Form and the Investigation Form now includes "Via Internet- sent on and off school property" (See below).

R	Location of the Incident:	Number of Incidents
	On school property	0
	At a school-sponsored activity or event off school property	0
	On a school bus	0
	On the way to/from school**	0
	Via Internet-sent on school property	0
	Via Internet-sent off school property	0
	**Will be collected unless specifically excluded by local board policy	

Table 3

Description of the Incident:

- Enter the number of reporting forms that checked each description category.
- Similar to the instructions above, please count all that apply for each Reporting Form, as some incidents may include more than one of the categories (e.g. the incident may include "Teasing, name calling, making critical remarks, or threatening, in person or by other means" as well as "Spreading harmful rumors or gossip").
- For example, if you have "5" reporting forms and "4" checked only "Teasing, name calling, making critical remarks, or threatening, in person or by other means" and "1" checked both "Teasing, name calling, making critical remarks, or threatening, in person or by other means" and "Spreading harmful rumors or gossip," on your Excel form you would put "5" next to "Teasing, name calling, making critical remarks, or threatening, in person or by other means" and "1" next to "Spreading harmful rumors or gossip" (See below).

R	Description of the Incident:	Number of Incidents
	Any bullying, harassment, or intimidation that involves physical aggression	0
	Getting another person to hit or harm the student	0
	Teasing, name calling, making critical remarks, or threatening, in person or by other means	5
	Demeaning and making the victim of jokes	0
	Making rude and/or threatening gestures.	0
	Excluding or rejecting the student	0
	Intimidating (bullying), extorting, or exploiting	0
	Spreading harmful rumors or gossip	1
	Related to the student's disability	0
	Related to the student's perceived sexual orientation	0
	Cyber bullying (e.g. social media including Facebook, Instagram, etc.)	0
	Electronic communication (email, text, sexting, etc.)	0
	Gang related	0
	Gang Recruitment	0
	Human trafficking/prostitution recruitment	0
	Racial harassment	0
	Sexual harassment	0
	Sexual in nature	0
	Other*	0
	*Other- Include bulleted comments in one cell	

Table 4

Alleged Motives:

- Enter the number of reporting forms that checked each alleged motive category.
- Again, please count all that apply for each Investigation Form as some incidents may include more than one alleged motive (e.g." To impress others" and "Just to be mean"). For example, if you have "5" Investigation Forms and "4" checked only "To impress others" and "1" checked both "To impress others" and "Just to be mean," on your

Excel form you would put "5" next to "To impress others" and "1" next to "Just to be mean. The more recent categories consist of "**determined not to be bullying**", "**determined not to be harassment**", or "**determined not to be intimidation**" based on the definitions provided in Appendix A. Please review and become familiar with these additional new categories. Please note there is also space for comments for the "Other" category (see below).

I	Alleged Motives:	Number of Incidents
	Race	0
	National origin	0
	Marital status	0
	Sex	0
	Sexual orientation	0
	Gender identity	0
	Religion	0
	Disability	0
	Physical appearance	0
	To impress others	5
	Just to be mean	1
	Gang related	0
	Gang recruitment	0
	Human trafficking/Prostitution recruitment	0
	Another reason*	0
	Unknown	0
	Determined not to be Bullying	0
	Determined not to be Harassment	0
	Determined not to be Intimidation	0
	*Another Reason-Comments (include bulleted comments in one cell)	

Table 5

IMPORTANT: Days Student Victim was Absent and Days Alleged Student Offender was Absent as a Result of the Incident: Enter the number of days absent as a result of the incident from the Reporting and Investigation Forms.

R,I	Days Alleged Student Victim Was Absent As a Result of the Incident	Number of Incidents
	0 days	0
	1 day	0
	2 days	0
	3 days	0
	4 days	0
	5 days	0
	6 days	0
	7 days	0
	8 days	0
	9 days	0
	10 days	0
	More than 10 days	0

Table 6

IMPORTANT: Please verify that the total number of incidents under "**Days Student Victim Was Absent as a Result of the Incident**" and the total number of incidents under **"Days Alleged Student Offender Was Absent as a Result of the Incident"** each add up to the total number of incidents at the bottom of the page.

I	Days Alleged Student Offender Was Absent As a Result of the Incident	Number of Incidents
	0 days	0
	1 day	0
	2 days	0
	3 days	0
	4 days	0
	5 days	0
	6 days	0
	7 days	0
	8 days	0
	9 days	0
	10 days	0
	More than 10 days	0

Table 7

IMPORTANT: There may have been more than one victim or alleged offender in any incident. In this event, total the number of days absent for all victims/offenders, respectively, for that one incident (for example, if there are two alleged offenders and one receives a 5-day suspension and the other alleged offender receives a 1-day suspension then that incident would get counted **ONCE** in the "6 days" row). This applies to both the categories for Student Victim and Alleged Student Offender.

Investigative Methods:

- Enter he number of Investigative Forms that checked each investigative methods category
- Please count all that apply as some incidents may have had more than one investigative method used (e.g. "Interviewed student victim" and "Interviewed witnesses").
- For example, if you have 5 Investigation Forms and 4 checked only "Interviewed student victim" and 1 checked both "Interviewed student victim" and "Interviewed witnesses," on your Excel form you would put "5" next to "Interviewed student victim" and "1" next to "Interviewed witnesses."
- The most recent categories are as follows: "Examined video evidence" and "Reviewed social media site". Review these categories. Please note there is also space for comments for the "Other" category.

I	Investigative Methods:	Number of Incidents
	Interviewed alleged student victim(s)	0
	Interviewed alleged offender(s)	0
	Interviewed witnesses	0
	Witness statements collected in writing	0
	Interviewed school nurse	0
	Reviewed any medical information available	0
	Interviewed teachers and/or school staff	0
	Interviewed alleged student victim's parent/guardian	0
	Interviewed alleged offender's parent/guardian	0
	Examined physical evidence	0
	Obtained/Reviewed copy of police report	0
	Conducted student record review	0
	Examined video evidence	0
	Conducted meeting with Resource Officer	0
	Reviewed social media site	0
	Other*	0
	*Other– Include bulleted comments in one cell	

Table 8

Corrective Actions:

- Enter the number of Investigative Forms that checked each checked each corrective action category. Please count all that apply as some incidents might have included more than one corrective action (e.g. "Letter of apology" and a "Parent phone call").
- For example, if you have 5 Investigation Forms and 4 checked only "Letter of apology" and 1 checked both "Letter of apology" and "Parent phone call," on your Excel form you would put "5" next to "Letter of apology" and "1" next to "Parent phone call."
- Most recent categories added were "Behavior Contract" and "Plan of Support", and "Development of template for safety plan". Review these new categories. Please note there is also space for comments for the "Other" category.
- **IMPORTANT**: please use "Other" only if there is not a category available that fits the action taken. Please provide a brief comment to describe the action taken (See below)

I	Corrective Actions:	Number of Incidents
	None required; this was a false allegation	0
	None, the incident did not warrant any corrective action	0
	Determined as a conflict and not bullying, harassment or intimidation	0
	None, no Bullying occurred	0
	None, no Harassment occurred	0
	None, no Intimidation occurred	0
	Student conference	0
	Student warning	0
	Letter of apology	5
	Mediation	0
	Counseling	0
	Parent letter	0
	Parent phone call	1
	Parent conference	0
	Detention	0

Table 9

Totals:

- There are now two yellow highlighted boxes on the Excel Reporting form in order to provide both the total number of incidents with only one victim and the total number of incidents with multiple victims.
- The total of the two boxes together should equal the total number of reports filed and incidents occurring during the year.

Section 3: Submitting your completed report as an e-mail attachment

Section 3. Submitting your completed report as an e-mail attachment

- Find the "Safe School Reporting" file on your computer which you have modified. Rename the file to include your LSS name: e.g. "Harford County Safe School 2017-18.xls"
- Attach the completed Excel file to an e-mail. After writing the email to submit a report to the MSDE, you will need to attach the completed Excel file to your e-mail before you send it to the MSDE.
- Click on the paper clip icon on the tool bar to add the attachment. When the list of files appears, click on the "Browse" button to locate the file on the computer (depending on where the file is stored).
- Navigate to the file and select it.
- The file name will now appear in the e-mail on the line that says "Attachment"
- E-mail the file to Marone.brown2@Maryland.gov on or before November 16, 2018.
- Notify Dr. Marone Brown (410-767-0481) that you have submitted your report.

APPENDIX A: Definitions of Terms

Bullying – A pattern or behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students.

Cyberbullying – The use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner.

Harassment – Includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.

Intimidation – subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority.