Harassment or Bullying - School Level (HIBS) Module

The HIBS: Harassment and Bullying module is a school level module that collects data on details of the schools' allegations of harassment, bullying and students' discipline. This document provides a walkthrough of the module along with instructions on how to accurately complete each table.

This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- HIBS-1: Allegations of Harassment or Bullying
- HIBS-2: Allegations of Harassment or Bullying – Gender Identity
- HIBS-3: Allegations of Harassment or Bullying – By Religion Type
- HIBS-4: Students Reported as Harassed or Bullied – Sex
- HIBS-5: Students Reported as Harassed or Bullied – Race, Color, or National Origin
- HIBS-6: Students Reported as Harassed or Bullied – Disability
- HIBS-7: Students Disciplined for Harassment or Bullying – Sex
- HIBS-8: Students Disciplined for Harassment or Bullying – Race, Color, or National Origin
- HIBS-9: Students Disciplined for Harassment or Bullying – Disability

In addition, guidance on accurately reporting zeros, blanks (i.e., nulls) and NS is provided at the end of the document.

Resource Links

▷   [CRDC Resource Center Training Videos](#)

Dates

Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer. (The adjective cumulative describes the total amount of something when it is all added together).

Skip Logic

This module DOES NOT contain skip logic. Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following SCHR tables utilize skip logic.

Special Guidance

> All religion definitions come from the Federal Bureau of Investigation's (FBI) *Hate Crime Data Collection Guidelines and Training Manual* (2022), available at https://le.fbi.gov/file-repository/hate-crime-data-collection-guidelines-and-training-manual.pdf/view. Office for Civil Rights (OCR) will continue to use the definitions provided by the FBI.

DATA ELEMENT CHANGES FROM THE 2020-21 SCHOOL YEAR CRDC

NEW and OPTIONAL

HIBS-2 Allegations of Harassment or Bullying – Gender Identity

REVISED

HIBS-1 Allegations of Harassment or Bullying

An allegation is a claim or assertion that someone has done something wrong or harmful. Allegations can be reported by anyone (e.g., alleged victim; parents of alleged victim). The harassment or bullying can be carried out by students, school employees, or non-employee third parties. Alleged victims must be students.
Note: In classifying the allegations and cases of harassment/bullying, consider the motives of the alleged harasser/bully, and not the actual status of the alleged victim. In classifying the disciplined students, consider their motives, and not the actual status of the alleged victims.

> **Note: Allegations reported and disciplined may be related, but the CRDC does not assume that there is a relationship between these elements.**

What constitutes the definition of 'discipline' for these questions?

In general, for the CRDC, types of discipline include corporal punishment, in-school suspensions, out-of-school suspensions, expulsions, referrals to law enforcement, and school-related arrests. However, for harassment or bullying items, the local education agency (LEA) has the discretion to define "discipline" as it deems appropriate.

NEW

For 2021-22 CRDC

The HIBS module has been renumbered to allow each of the tables to have their own section.
Additional instructions:

- Count all allegations of harassment or bullying, students reported as harassed or bullied, and students disciplined for engaging in harassment or bullying, on the basis of the specific civil rights categories, regardless of whether the allegations were founded or unfounded by the school, LEA, or both.

- For the purposes of reporting allegations and incidents of rape and sexual assault, a school or LEA may consider relevant state laws for definitions of consent.

- If the school has any nonbinary students in its enrollment records, then the nonbinary category in the Harassment or Bullying module is OPTIONAL.

- If the school does NOT have nonbinary students in its enrollment records, then the nonbinary category in the Harassment or Bullying module is SKIPPED.

- Harassment or bullying may occur in buildings or other locations that are part of the school's operations, including remote learning platforms and off-campus settings, if the school exercised substantial control over the alleged victim and the context in which the alleged harassment occurred (e.g., a school field trip to a museum). Harassment or bullying may also occur before, during, or after normal school hours or during times when school activities/events (in-person or remote) were in session.

Instructions have been revised to include:

- Count an allegation, even if it involves more than one student, only once. A student may be counted more than once in the table if the student makes more than one allegation of harassment or bullying.
- Harassment or bullying may occur on and off school grounds.

REVISED
HIBS-1: Allegations of Harassment or Bullying
- Includes counts for sex, sexual orientation, race, color, national origin, disability, and religion.

NEW & OPTIONAL

HIBS-2: Allegations of Harassment or Bullying – Gender Identity

- Gender identity has been added and will be required for the next collection.

The following guidance provides updated clarification for how to report allegations of harassment or bullying, students being harassed or bullied, and students disciplined for harassment or bullying:

Harassment or bullying does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. An allegation may be based on one incident or multiple incidents.

Count all allegations of harassment or bullying on the basis of the specific civil rights categories, regardless of whether the allegations were founded or unfounded by the school, LEA, or both.

Count all students reported as harassed or bullied on the basis of specific civil rights categories, regardless of whether their allegations were founded or unfounded by the school, LEA, or both.

Count all students disciplined for engaging in harassment or bullying on the basis of specific civil rights categories, regardless of whether the allegations were founded or unfounded by the school, LEA, or both.

Scenario Guidance

1. During lunch at school, a Hispanic male student followed a Hispanic female student into a restroom, locked the restroom so no one else could come in, repeatedly told her that she was beautiful and sexy, touched her hair multiple times, and asked her out. Despite her telling him to leave her alone and that she was not interested, he persisted. The male student did not let the female student leave the restroom until the bell rang. The female student reported the incident to her next period teacher. The school investigated and responded to the misconduct by:

   a) Assigning the male student to three days of in-school suspension.

   b) Having the male student and his parents sign an agreement that he will not interact with the female student.

   Reports
   - Report 1 - Allegation of harassment or bullying on the basis of sex.
   - Report 1 - Hispanic female student as harassed or bullied on the basis of sex.
   - Report 1 - Hispanic male student as disciplined for harassment or bullying on the basis of sex.

2. Ten White male students inserted offensive notes into two Black female students' lockers and notebooks, used racial slurs against them, and threatened two other Black students who tried to sit near them in the cafeteria. The two Black female students told school officials that they did not feel safe at school. The school investigated and responded to the misconduct by:

   a) Assigning detention to the five White student perpetrators.

   b) Reaffirming the school's policy against discrimination, including racial harassment.

   c) Publicizing the means to report allegations of racial harassment.

   d) Training faculty on constructive responses to racial conflict.

e) Hosting class discussions about racial harassment and sensitivity to students of other races.

f) Conducting outreach to involve parents and students in an effort to identify problems and improve the school climate.

Reports

- Report 1 - Allegation of harassment or bullying on the basis of race, color, or national origin.
- Report 2 - Black female students as harassed or bullied on the basis of race, color, or national origin.
- Report 10 - White male students as disciplined for harassment or bullying on the basis of race, color, or national origin.

3. At a junior high school, a teacher caught three eighth-grade White female students trying to force two sixth-grade White female students to give them money. The eighth-grade students told the sixth-grade students, "You dirty Jews have all of the money, give us some." When school administrators investigated the incident, they determined that the sixth-grade students were not actually Jewish. The school responded by suspending the perpetrators for a week because of the serious nature of their misconduct.

Reports

- Report 1 - Allegation of harassment or bullying on the basis of religion.
- Report 1 - Allegation of harassment or bullying on the basis of Jewish (Judaism) religion type.
- Report 2 - White female students as harassed or bullied on the basis of religion.
- Report 3 - White female students as disciplined for harassment or bullying on the basis of religion.

4. Over the course of a high school semester, a high school Asian male student was called names (including anti-gay slurs and sexual comments) both to his face and on social networking sites, physically assaulted, threatened, and ridiculed by two Hispanic male students because he did not conform to stereotypical notions of how teenage boys are expected to act and appear (e.g., effeminate mannerisms, nontraditional choice of extracurricular activities, apparel, and personal grooming choices). At the end of the semester, the student reported some of the incidents to his guidance counselor. The school investigated the incident and responded to the misconduct by reprimanding the two Hispanic male perpetrators consistent with its anti-bullying policy.

Reports

- Report 1 - Allegation of harassment or bullying on the basis of sex.
- Report 1 - Allegation of harassment or bullying on the basis of sexual orientation.
- Report 1 - Asian male student as harassed or bullied on the basis of sex.
- Report 2 - Hispanic male students as disciplined for harassment or bullying on the basis of sex.

5. While going to school on a school bus, three White students repeatedly called an American Indian student "stupid," "idiot," and "retard," stated they belonged in special education, tackled them, and hit them with a school binder. The American Indian student does not have a disability, but they are an English learner (EL) student. The American Indian student informed their first period teacher of the incident and expressed fear of being in school. The school investigated the incident and responded by suspending the three White students for five days.

Reports

- Report 1 - Allegation of harassment or bullying on the basis of disability.
- Report 1 - American Indian EL female student as harassed or bullied on the basis of disability
- Report 3 - White female students as disciplined for harassment or bullying on the basis of disability.

Types Of Harassment or Bullying

- **Harassment or bullying on the basis of sex** refers to harmful conduct based on actual or perceived sex (including sexual orientation, gender identity, sex characteristics, sex stereotypes, and pregnancy).

- **Sexual harassment or bullying** is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

- **Gender-based harassment or bullying** refers to harmful conduct based on actual or perceived gender identity (including harassment because a student identifies as or is perceived to be transgender, cisgender, or nonbinary).

- **Harassment or bullying on the basis of race, color, or national origin** refers to harmful conduct based on actual or perceived race, color, or national origin (including ancestry and ethnicity).

- **Harassment or bullying on the basis of disability** refers to harmful conduct based on actual or perceived disability. Can an incident happen at home or outside of school?

Frequently Asked Questions

1. **How does a school handle an allegation made at one school that involves a student from a different school?**

   For the CRDC, an allegation should be reported at the school where the incident occurred, and the alleged victim should be reported at the school that the student attends. A disciplined harasser/bully should also be reported at the school that they attend.

2. **Should the school report "Teasing" and "Cyber" bullying?**

   Yes, teasing or cyber-bullying should be reported. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. For CRDC purposes, report harassment and bullying based on sex, race, color, national origin, disability, sexual orientation, and religion.

3. **Should a record be tallied as an allegation when the allegation is unfounded or has no evidence?**

   Yes, all allegations, made with or without proof, should be tallied.

4. **If the LEA does not collect victim data, how should allegations be reported?**

   The LEA should still report on the allegations and students disciplined if possible. The table for students reported as harassed or bullied should be left blank and an **Action Plan** will need to be submitted. Contact the Partner Support Center (855) 255-6901 or crdc@aemcorp.com for more information about how to submit an action plan.

5. **How do we report allegations that involve multiple categories?**

   An allegation that involves both sex and disability should be reported as follows:

   a. The allegation should be reported in both the sex count and the disability count.

   b. A student reported as harassed or bullied based on multiple categories should be counted in each applicable category, in both the sex table and the disability table.

   c. A student disciplined for engaging in harassment or bullying on the basis of multiple categories should be counted in each applicable category, in both the sex table and the disability table.

6. **Can a reportable incident happen at home or outside of school?**

Yes. For the purposes of the CRDC, an incident of harassment or bullying may occur at school (such as in school buildings, on school grounds, on school buses, and at places that hold school-sponsored events or activities). It may also occur at home or outside of school.

For example, an allegation of a student harassed or bullied by other students by phone while at home, or while walking home from school, would be reported in the CRDC.

For guidance on schools' obligations to protect students from harassment or bullying, please see the OCR policy document entitled "Guidance on Schools' Obligations to protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability," available at: https://www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/issues/dis-issue08.html.

7. **If students are accessing social media, such as Facebook, Instagram, Snapchat, and Twitter, and/or other SMS (Short Message Service) during school hours or on a school issued device should cyberbullying be reported in the HIBS: Harassment or Bullying module?**

Yes! As it relates to harassment and bullying, the goal of the CRDC is to capture all "intimidation or abusive behavior toward a student." The CRDC does not specify the place or the medium of which harassment or bullying occurs.

8. **Who is involved in the allegations?**

Allegations can be reported by anyone (e.g., alleged victim; parents of alleged victim). The harassment or bullying can be carried out by students, school employees, or non-employee third parties. Alleged victims must be students.

9. **Can a student be counted in more than one harassment or bullying category?**

A student may be reported as harassed or bullied in more than one category.

10. **How are students categorized who harassed or bullied but the events do not fall into the specified categories? For example, a child who is continually name-calling another non-disabled average intelligence child "stupid" or "idiot".**

You should only report for the types of bullying and harassment that we collect data on (sex, race, color, national origin, disability, sexual orientation, and religion.) If the incidents do not fit into one of these categories, do not report them as bullying incidents in the CRDC.

11. **What is the difference between harassment/bullying based on "sex" and harassment/bullying based on "sexual orientation?"**

For the CRDC, sex refers to male/female/etc., while sexual orientation refers to heterosexuality/homosexuality/etc.

12. **How should a school report a faculty member who was reported as harassed/bullied by a student?**

For the CRDC, alleged victims must be students. The CRDC does not collect data on non-students who reported being harassed or bullied by students.

When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool retains information that has been entered in other tables and modules and uses that information to autofill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or action plan.

Contact the Partner Support Center

(855) 255-6901
Email: crdc@aemcorp.com
PSC Email Form