Harassment or Bullying - LEA Level (HIBD) Module

The HIBD: Harassment and Bullying module is a local education agency (LEA) level module that collects data on harassment or bullying on the basis of sex, race, color, national origin, or disability. The purpose of this document is to provide helpful tips and to demonstrate how to accurately report harassment & bullying. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- HIBD-1: Harassment or Bullying Policy Indicator
- HIBD-2. Harassment or Bullying Policy Web Link Indicator
- HIBD-3. Harassment or Bullying Policy Web Link
- HIBD-4. Harassment or Bullying Policy Indicator – Other Categories
- HIBD-5. Harassment or Bullying Policy Web Link Indicator – Other Categories
- HIBD-6. Harassment or Bullying Policy Web Link – Other Categories

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 data from the 2021–22 school year. The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1). LEAs should use the same Fall snapshot date to report data in this module.

Skip Logic

This module contains 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 HIBD table utilizes skip logic:

HIBD-1: Harassment or Bullying Policy Indicator
HIBD-2: Harassment or Bullying Policy Web Link Indicator

DATA ELEMENT CHANGES FROM THE 2020-21 SCHOOL YEAR CRDC

NEW and REQUIRED

- **HIBD-2** Harassment or Bullying Policy Web Link Indicator

NEW and OPTIONAL required for 2023-24 school year

- **HIBD-4** Harassment or Bullying Policy Indicator – Other Categories
- **HIBD-5** Harassment or Bullying Policy Web Link Indicator – Other Categories
- **HIBD-6** Harassment or Bullying Policy Web Link – Other Categories

REVISED

- **HIBD-3** Harassment or Bullying Policy Web Link

Special Guidance

HIBD-1 – The LEA should select "yes" if the LEA has a written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of sex, race, color, national origin, and disability for the collection year. The written policy (or policies) must be for ALL basis categories mentioned. Select "no" if the LEA does not have a written policy (or policies) for any or some of the basis categories for the collection year.

HIBD-2 – The LEA should select "yes" if the LEA has web link to its written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of sex, race, color, national origin, and disability

for the collection year.

HIBD-3 – Provide the web link to the written policy (or policies). If the LEA has multiple links to the policies, then provide one link where a user may access the written policies easily. This question is skipped if the LEA answers "no" in HIBD-2.

KEY DEFINITIONS

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). Harassment or bullying may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. This includes sexual harassment, sexual assault, and rape. Harassment or bullying includes conduct carried out by school employees, other students, or third parties.

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 may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment or bullying includes conduct carried out by school employees, other students, or third parties.

Harassment or bullying on the basis of disability refers to harmful conduct based on actual or perceived disability. Harassment or bullying may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment or bullying includes conduct carried out by school employees, other students, or third parties.

Harassment or bullying on the basis of sexual orientation refers to harmful conduct based on actual or perceived sexual orientation (including harassment because a student identifies as or is perceived to be gay, lesbian, bisexual, or heterosexual). Harassment or bullying may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that is physically threatening, harmful, or humiliating. Harassment or bullying includes conduct carried out by school employees, other students, or third parties.

Harassment or bullying on the basis of gender identity 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 may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment or bullying includes conduct carried out by school employees, other students, or third parties.

Harassment or bullying on the basis of religion refers to harmful conduct based on actual or perceived religion. Harassment or bullying may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment or bullying includes conduct carried out by school employees, other students, or third parties.

Frequently Asked Questions

1. **Which link should the LEA provide?**

   Scenario: There are two sites the LEA can link to, but only one of them has the actual written policy. The first site provides a link to the written policy but does not contain the written policy itself. The second link does contain the written policy but is a pdf and may become inactive when there is a policy update.

   Provide the first link. Even though this is not the specific PDF, it does provide the means to locate the most recent PDF.

2. **An LEA has multiple web links for harassment and bullying policies but is not sure which link to provide.**

   The LEA should enter the URL with the broadest written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.

3. **The LEA has a written harassment and bullying policy, but it is not posted online with a URL. How do I enter data for HIBD-2?**

   The system currently requires an LEA who reports having a harassment or bullying written policy to complete the HIBD-2 item. An LEA with a policy that leaves the HIBD-2 item blank receives a system error. As a work around, LEAs should provide the fake URL "www.no-url-address.com" to bypass the system error.

When to Report Zero (0)

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

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill 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