

# Wisconsin School Violence and Bullying Prevention Study

## Data Collection Guidance



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For the *Wisconsin School Violence and Bullying Prevention study*, three primary outcomes are being collected and analyzed to determine the results of the study. These outcomes are:

1. Rates/incidents of bullying
2. Perceptions of school safety (student-level)
3. Suspensions and Expulsions for violent behaviors

Data for all three outcomes will originate for each school building. Item, #3 (suspensions/expulsions) is already submitted to DPI, annually, meaning no active submission is needed on this element specific to the project. That leaves the first two items to be collected within the project protocol.

The purpose of this document is to detail the protocol expected for the collection and submission the required data.

Also to be collected is the *Bullying Prevention Program Assessment Tool*. This is to be completed by all schools in the spring semester to track the progress of your program in line with group placement. In addition, this will be used to guide technical assistance activities, again, in line with group placement.

Questions can be addressed to the project Principal Investigator, Dr. John Bowser ([john.bowser@dpi.wi.gov](mailto:john.bowser@dpi.wi.gov))

## **Bullying Incidents – Item #1**

We will be requiring data to be submitted with frequency counts of bullying incidents over a four-week period of time. In addition to this one number, we are requiring data on specific numbers of incidents based on type and demographics of the student who bullied and the student who was bullied. A screen shot with the data entry form is on the next page.

Ongoing collection of bullying data is a vital component of any comprehensive bullying prevention program. For data collection, though, we are focusing on two targeted periods in the school year. For the 2016-17 school year, the periods are: ***October 24<sup>th</sup> – November 18<sup>th</sup>*** and ***April 3<sup>rd</sup> – April 28<sup>th</sup>\****.

The bullying incident data to be submitted should only include verified bullying incidents. It would be difficult to establish an exact definition that would apply to every school. But to be considered a verified incident, and eligible for inclusion, the following items are required:

1. Face to face discussion between person who was bullied and school faculty/staff member
2. A bullying incident form for documentation purposes that contains the following (at minimum)
  - Person reporting
  - Name of person being bullied and alleged bully
  - Date and Location of incident
  - Type of event (physical, verbal, etc.)
  - Brief narrative description
3. A documentation of resolution is also **strongly encouraged**

***Anonymous reporting*** of bullying incidents is an important avenue by which students can take the initial step in reporting the incident and finding, eventually, a resolution. While this practice, if active in your school, should not be stopped for the purpose of this project, every effort should be made to have a conversation with the student(s) involved for their benefit. As noted, for the purposes of this project, only incidents that satisfy the data elements listed above are needed.

*Frequency Asked Questions (list to be added to, as necessary)*

Q: What if an incident that occurred during the 4-week reporting window is reported after the reporting window?

A: Submit those incidents that are reported within the time window

- *Example #1: Incident occurred on Friday, October 23<sup>rd</sup>, but reported on 27<sup>th</sup>*
  - i. *Include it*
- *Example #2: Incident occurred on Thursday, November 19<sup>th</sup>, reported on November 23<sup>rd</sup>*
  - i. *Address it, but **do not** include it in data submission*

Q: What should be done if an incident is reported, initially verified, but later determined to not be an incident of bullying?

A: If after data is submitted, the incident is determined to not be bullying it will remain in the count of incidents and does not require a correction on the schools' part. If this happens prior to data submission (but after collection), please amend the results.

**Draft – Online Data Entry Form**

This is to enter your bullying incident data for the period of **October 24th - November 18th (2016)**. The figures entered should only include verified incident data:

- Face to face discussion
- A bullying incident form for documentation purposes that contains the following (at minimum)
  - Person reporting
  - Name of person being bullied and alleged bully
  - Date and Location of incident
  - Type of event (physical, verbal, etc.)
  - Brief narrative description
- A documentation of resolution is also **strongly encouraged**

1. Number of verified/documented bullying incidents (Oct 24th - Nov 18th): \_\_\_\_\_

2. Number of incidents in the following categories (same incident can be represented in multiple categories)

Physical	_____
Verbal	_____
Emotional	_____
Cyber	_____

3. Number of students **who bullied others**: \_\_\_\_\_

4. Demographics of students **who bullied others** (numbers in the following categories)

Male	_____
Female	_____
White	_____
Non-White	_____
Hispanic	_____
Non-Hispanic	_____

5. Number of students **who were bullied**: \_\_\_\_\_

6. Demographics of students **who were bullied** (numbers in the following categories)

Male	_____
Female	_____
White	_____
Non-White	_____
Hispanic	_____
Non-Hispanic	_____

## **Perceptions of School Safety – Item #2**

The second outcome to be collected by schools will be a 6-question survey to capture perceptions of school safety among the student body. It is expected that 70% of students in each grade involved in the project (6, 7 and 8) will complete the survey in the fall and spring semesters. Fall administration should happen in October or November. Spring administration should happen in April or May.

The following questions (w/ response options) are required to be asked:

1. During the past 30 days, have you ever been bullied on school property?
  - Yes
  - No
  
2. During the past 30 days, have you ever been physically bullied on school property?
  - Yes
  - No
  
3. During the past 30 days, have you been involved in a physical fight on school property?
  - Yes
  - No
  
4. How often do you feel safe and secure at school? (Middle School; Threats and Personal Safety; School Experience)
  - Never
  - Rarely
  - Sometimes
  - Most of the time
  - Always
  
5. Do you agree or disagree that violence is a problem at your school?
  - Strongly agree
  - Agree
  - Not sure
  - Disagree
  - Strongly Disagree
  
6. Do you agree or disagree that harassment and bullying by other students is a problem at your school?
  - Strongly agree
  - Agree
  - Not sure

- Disagree
- Strongly Disagree

In addition, the following demographics will be needed:

1. Age
2. Gender
3. Grade
4. Hispanic/Latino (Yes/No)
5. Race (Select all that apply)

This survey can be completed in multiple fashions. Options include: (1) standalone OYRBS (2) taken in conjunction with a larger OYRBS survey (3) through a *Survey Monkey* style questionnaire that can be taken via a web link or (4) paper and pencil. The method does not have to be the same for each of the 4 project administrations. Please contact John Bowser ([john.bowser@dpi.wi.gov](mailto:john.bowser@dpi.wi.gov)) once a method is decided upon.