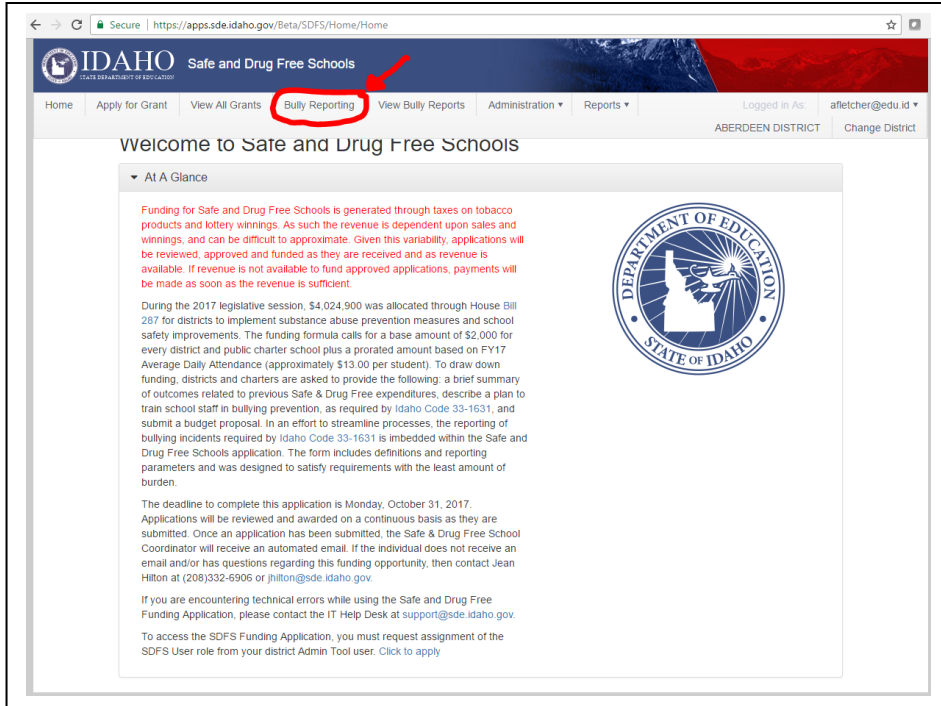


# Idaho State Department of Education Safe & Drug Free Schools

## Bully Data Entry

1. On the Home Page of the Safe and Drug Free Schools Application, click BULLY REPORTING.



2. Enter the aggregate bully offenses data for each grade level.

The screenshot shows the 'Submit Bully Incident Report for 2016-2017' form. It includes fields for 'Contact Name', 'Contact Email', and 'Contact Phone'. Below these fields is a definition of bullying: "Bullying is defined as intentional, repeated hurtful acts, words, or other behavior such as name-calling, threatening and/or shunning committed by one or more persons against another. Bullies use power to assert control over others and bullying can occur electronically. Only include incidents that prompt a formal response (removal from class, meeting with administrator, detention, suspension, etc.)."

# of Incidents by grade	MALE		FEMALE	
	First Offense	Second or Additional Offense	First Offense	Second or Additional Offense
K	0	0	0	0
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0