

# Data Standard Behavior (Safe Schools) Data Entry

Rev. 3/25/2024

## Ownership and History

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### Office

Office of Continuous Improvement and Support

### Revision history:

#### March 25, 2024

Updated reporting timeline – Section G

#### July 3, 2023

Review for 2023-24 school year

#### July 21, 2023

Section F – add definition and statute reference for 1<sup>st</sup> Degree and 2<sup>nd</sup> Degree Hazing

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## Overview

The *Behavior Management Tool* in Infinite Campus should be utilized to document behavior incidents, behavior events, behavior resolutions and behavior responses. A behavior incident is a group of behavior events that take place in school, that are linked by time and proximity. These events do not have to be related, and the same participants do not need to be grouped together in an incident. There can be multiple events attached to one incident. Behavior resolutions are what occurs to the student as a result of the behavior event(s), and behavior responses refer to those actions taken by staff during a restraint or seclusion.

### Regulation/Statue citation(s)

- [KRS 158.444](#) – reporting of discipline to KDE
- [KRS 158.148](#) – student discipline guidelines and model policy
- [KRS 158.156](#) – victim of a violation of any felony offense
- [KRS 158.150](#) – Suspension or expulsion of students
- [704 KAR 7:160](#) – Restraint and Seclusion

### Data use

The accuracy of behavior data collection is critical because of the state and federal mandates for reporting of this data.

- [School Report Card](#)
- Federal Reporting and [Civil Rights Data Collection](#)
- OEA (Office of Education Accountability) requirements
- Data provided to Kentucky Center for School Safety annually
- Data collected regarding restraints and seclusions will be collated and analyzed on a quarterly basis (OCT 15, JAN 15, APR 15, JUL 15). These dates are not reporting deadlines; however, data collected will be used to conduct a comparative analysis across all districts for trends and opportunities for technical assistance (TA). These TA areas might include data collection and entry, physical restraint and seclusion procedures, and positive behavior intervention implementation. Ensuring that restraint and seclusion data is consistently updated increases the fidelity of this analysis.

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### Related ad-hoc filters and reports

To validate state reported behavior data:

Path: KY State Reporting | [Safe Schools](#)

To identify Restraint or Seclusion Behavior Responses and Behavior Resolution issues:

Path: KY State Reporting | KDE Reports | [Restraint or Seclusion Error Report](#)

### Training

[Behavior Data Standards and Reporting PowerPoint](#)

[Behavior Data Standards Overview Webinar Series](#)

[Behavior Data Training – Data Entry Example](#) (details data entry of an incident with multiple events, participants, and resolutions)

Additional information and trainings will be posted on [KDE's Safe Schools website](#)

### Resources

- [Bullying Definition and Frequently Asked Questions](#)
- [Expulsion Guidance including Carryover Expulsions](#)
- [Interim Alternative Educational Setting \(IAES\) Guidance](#)
- [Use of Physical Restraint and Seclusion website](#)

## Section A – Behavior Administration

This section outlines administration or set-up requirements for behavior events, resolutions, and responses. All set-up changes should be made with *All Schools* selected in the IC toolbar.

### Classic View: Behavior | Admin | Event Types

#### Search Terms: Event Types Setup

The pre-loaded local event types have been added and set-up based on reporting requirements.

Reference [Section F](#) of this document for a list and definitions of the KDE pre-loaded local event types.

Districts can choose to add local event types if needed; however, a *State Event Code (Mapping)* selection will be required.

The screenshot shows a form titled "Behavior Event Type Detail". It contains the following fields and options:

- School: District Wide
- Code: [Text Input]
- \*Name: [Text Input]
- \*Alignment: [Dropdown Menu]
- Demerits: [Text Input]
- \*Start Date: [Date Picker]
- End Date: [Date Picker]
- Category: [Dropdown Menu]
- \*State Event Code (Mapping): No State Violation
- \*Classification: None
- Available In Referral:

- **Available in Referral:** Select indicator if event type should be an available option in the behavior referral section.
- **Name:** Enter the name of the local event type as it should appear in the user entry drop list.
- **Alignment:** Select Award or Discipline from the drop list
- **State Event Code (Mapping):** This is used for state reporting purposes and should remain as *No State Violation* for any local event types added by a school or district.
- **Classification:** This is used for state reporting purposes and should remain as *None* for any local event types added by a school or district.

## Data Standard Behavior

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### Classic View: Behavior | Admin | Resolution Types

#### Search Terms: Resolution Type Setup

Districts can choose to add resolution types; however, any local resolution types meeting the definition of a state resolution must have a State Resolution Code (Mapping) selection for reporting purposes.

The screenshot shows a web form titled "Behavior Resolution Type Detail". It contains several input fields and dropdown menus. The "State Resolution Code (Mapping)" dropdown is currently open, displaying a list of options. The options include "No State Resolution Code (Mapping)", "IAES - Unilateral Removal by School Personnel - SPED only", "IAES - Removal by Hearing Officer - SPED only", "In-District Removal", "In-School Removal", "Expelled, Receiving Services", "Expelled, Not Receiving Services", "Out of School Suspension", "Corporal Punishment", "Restraint", and "Seclusion".

- ❖ Expelled, Receiving Services (SSP1) - The removal of a student from school for disciplinary reasons that result in withdrawal of the student from the school of attendance. Criteria for expulsion are defined and set by the local board of education. Although the student was expelled from the regular classroom setting, arrangements were made for the provision of educational and IEP-related services.
- ❖ Expelled, Not Receiving Services (SSP2) - The removal of a student from school for disciplinary reasons that result in withdrawal of the student from the school of attendance. Criteria for expulsion are defined and set by the local board of education. No arrangements were made for the provision of educational services.
- ❖ Out of School Suspension (SSP3) - A student was removed from the regular classroom and from school for a specified duration of time. Dates/Times of resolution must have corresponding attendance using S: Suspension (Status-Absent, Excuse-Unexcused)
- ❖ Corporal Punishment (SSP5) - A student was physically punished (e.g., paddling, spanking, or other form of physical punishment). This resolution should *only* be made available in districts in which Corporal Punishment is approved as part of board policy.
- ❖ Restraint (SSP7) – [704 KAR 7:160](#) defines: "Physical Restraint" means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely, but does not include: (a) Temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of encouraging a student to move voluntarily to a safe location; (b) A behavioral intervention, such as proximity control or verbal soothing, used as a response to calm and comfort an upset student; (c) Less restrictive physical contact or redirection to promote student safety; or (d) Physical guidance or prompting when teaching a skill or redirecting the student's attention.
- ❖ Seclusion (SSP8) - [704 KAR 7:160](#) defines: "Seclusion" means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

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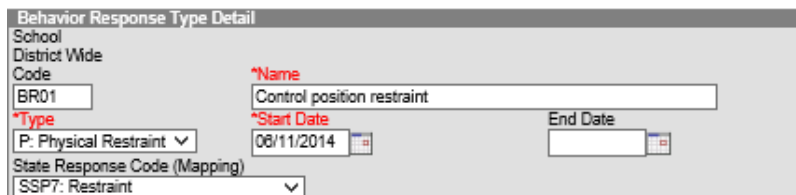
- ❖ In-School Removal (INSR) – A removal from the student’s regular educational classroom or setting for disciplinary purposes and to another program or setting within the same school. Examples include, but not limited to, in-school alternative placement (ISAP), in-school suspension (ISS), in-school detention or alternative classroom. Students must remain under direct supervision of school personnel. The regular educational program or setting encompasses the school day and includes instructional time, lunch, recess and study periods. Districts can have a corresponding attendance code using INSR: In-School Removal (Status-Present, Excuse-Exempt). THIS IS A LOCAL DISTRICT DECISION.
- ❖ In-District Removal (INDR) – A removal from the student’s regular school to an off-site alternative program or another school for disciplinary purposes with the student continuing to receive educational and IEP services and support. Students must remain under direct supervision of district personnel.
- ❖ IAES - Unilateral Removal by School Personnel-SPED use only  
Reference [Interim Alternative Educational Setting \(IAES\) Guidance](#)
- ❖ IAES - Removal by Hearing Officer-SPED use only  
Reference [Interim Alternative Educational Setting \(IAES\) Guidance](#)

Safe Schools Reporting will include **all** student behavior events with a resolution that is mapped to any state resolution code.

**Classic View: Behavior | Admin | Response Types**

### Search Terms: Response Type Setup

Districts can choose to add response types; however, if they are used to capture Restraint or Seclusion responses the local response type must have a **Type** of *Physical Restraint* or *Seclusion* selected.



| Behavior Response Type Detail |                            |          |
|-------------------------------|----------------------------|----------|
| School                        |                            |          |
| District Wide Code            | BR01                       |          |
| *Name                         | Control position restraint |          |
| *Type                         | P: Physical Restraint      | End Date |
| *Start Date                   | 08/11/2014                 |          |
| State Response Code (Mapping) | SSP7: Restraint            |          |

**Name:** Enter name of local behavior response

**Type:** Select Physical Restraint, Seclusion, if applicable

**Start Date:** Enter the start date of the behavior response

**State Response Code (Mapping):** Select SSP7: Restraint; SSP8: Seclusion, if applicable

BR03: Other is not considered a response to Restraint or Seclusion and should be end dated in all districts.

## Section B – Incident Detail Information

**Classic View: Behavior | Behavior Management Tool**

### Search Terms: Behavior Management

As in other areas of the behavior management tool, do not include student names in detail or comment fields as this data may be printed or viewed in other areas of the program.

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### Off-Campus Behavior Incident

When a behavior incident occurs at an off-campus location such as a Kentucky Tech System school or a post-secondary institution, the behavior must be reported to the student's home high school. The high school must enter the behavior data into the student's record. Any behavior that occurs at an off-site location will be reported under the student's home high school and district. KDE recommends that the home school select Location of SSL6: Off-Campus and enter the actual location the incident occurred in the Location Description field via Incident Detail.

#### Step 1 Data Entry: Incident Detail Information

An incident is a group of behavior events linked by time and proximity. Events do not have to be related nor have the same participants to be grouped together in an incident. Therefore, there can be multiple events attached to one incident.

**Incident Detail Information**  
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID:  Status:  Submitted Date:   
Submitted By: Administrator, System

\*Alignment:  Title:   
Discipline:

\*Date of Incident:  \*Time of Incident:  Damages: \$ 0.00  
Context:  Context Description:

\*Behavior Event Location:  Location Description:

**Status:** Select from the drop list the status of incident detail

- In Progress
- Complete (*when all data for an incident has been entered, mark the incident as complete*)

**Submitted by:** Select from the drop list the staff that reported the behavior incident

**Alignment:** Select from the drop list the type of incident

- Discipline (*negative*)
- Award (*positive*)

**Title:** Enter a brief description of the incident, i.e., Fight at Assembly, if left blank, the first Event Type selected will default as the value when the incident is saved.

**Date of Incident:** Enter the date the incident occurred. This field defaults to the date the record is created.

**Time of Incident:** Enter the time the incident occurred. This field defaults to the time the record is created.

**Context:** Select from the drop list the context of the incident

- SS: School sponsored event, during school hours  
The discipline incident occurs in a school setting OR while a student is under the authority of the school/district AND between the time the bell rings in the morning and the bell rings in the afternoon.  
  
EXAMPLES: incident occurs during instruction in the classroom; incident occurs during lunch in the cafeteria; incident occurs in the gym during a pep rally; incident occurs on a field trip
- SN: School sponsored event, not during school hours

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The discipline incident occurs in a school setting OR while a student is under the authority of the school/district AND before bell rings in the morning or after bell rings in the afternoon OR on non-instructional days.

EXAMPLES: incident occurs during a home football game; incident occurs at a school fall festival; incident occurs on the school bus; incident occurs at an away football game in which student was transported by the school or under authority of school personnel

- NS: Non-school sponsored event, during school hours

The discipline incident occurs off school campus AND between the times the bell rings in the morning and the bell rings in the afternoon.

EXAMPLES: incident occurs off campus during the time the student is supposed to be in attendance

- NN: Non-school sponsored event, not during school hours

The discipline incident occurs off school campus AND before bell rings in the morning or after bell rings in the afternoon OR on non-instructional days.

EXAMPLES: incident occurs at an away football game by a student that at the time of the incident is not under the authority of the school/district; incident occurs such as student uses home computer to harass another student from home in the evening

**Behavior Event Location:** Select from the drop list the location in which the incident occurred. **When a behavior incident occurs at an off-campus location such as a Kentucky Tech System school or a post-secondary institution, it is recommended to select SSL6: Off-Campus and enter the actual location the incident occurred in the Location Description field.**

- SSL1: Classroom
- SSL2: Bus
- SSL3: Hallway/Stairwell
- SSL4: Cafeteria
- SSL5: Campus Grounds
- SSL6: Off-Campus
- SSL7: Restroom
- SSL8: Gymnasium
- SSL9: Office
- SSL10: Athletic Field
- SSL11: Playground
- SSL12: Field Trip
- SSL13: Other

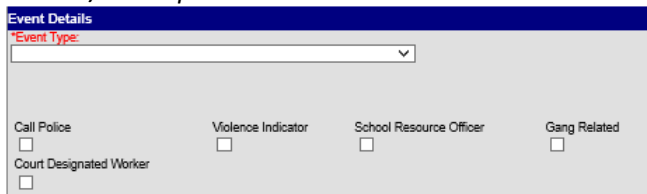
## Section C – Event and Participant Detail

Classic View: Behavior | Behavior Management Tool

Search Terms: Behavior Management

### Step 2 Data Entry: Events and Participants Detail

Click *Add Event/Participant* button



**Event Type:** Select from the drop list the local event type. Multiple events can be added to one incident. If the selected event type has a Classification (Drug, Harassment or Weapon) selected, additional data elements related to the classification will be required in the *Participant* section.

**Call to Police:** Select checkbox if the event resulted in a call to police.

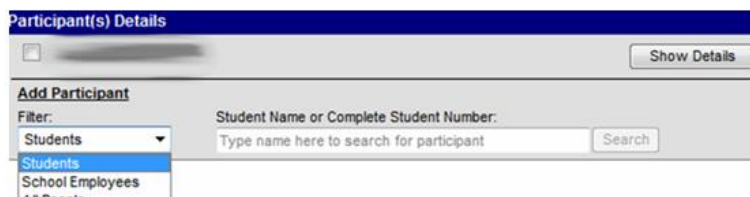
**Gang Related:** Select checkbox if the event was gang related.

**School Resource Officer:** Select checkbox if the event involved a School Resource Officer.

**Court Designated Worker:** Select checkbox if the student is referred to a Court Designated Worker because the event that occurred on school premises, on school-sponsored transportation or at school functions.

Safe Schools extract will include **all incidents involving assault, violence, weapons, alcohol, drugs, tobacco use, bullying and harassment regardless of event resolution.**

*Enter the participant detail for each participant involved in the event; this will write the event/resolution information to the student's behavior tab.*



Search for Participant

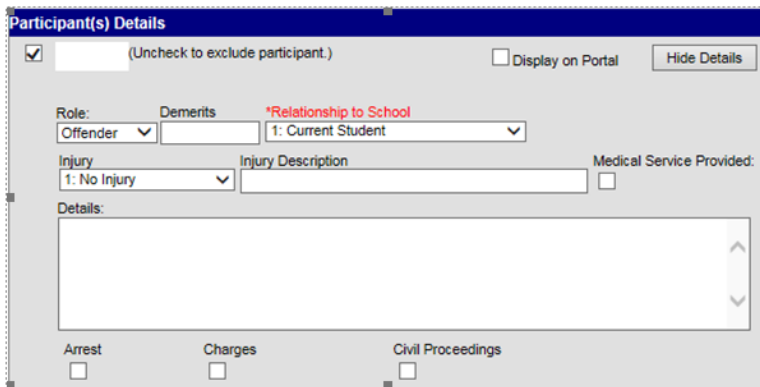
**Filter:** Current Student, School Employees or All People

**Participant Name:** Search for participant or offender by last name



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**Role:** Select from the drop list the role the person played in behavior event

- Offender
- Participant
- Victim (required to be collected for CRDC if the event is classified as Harassment)
- Witness

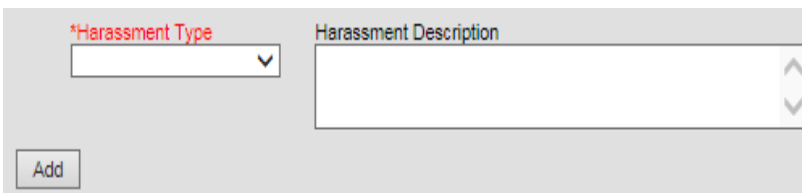
**Relationship to School:** Select from the drop list the appropriate participant relationship to the school in which the event occurred.

**Arrest:** Select checkbox if student is seized and taken into custody as a result of this behavior event that occurs on school premises, on school-sponsored transportation or at school functions. Custody is defined as physical custody of a person (such as an arrestee) whose freedom is directly controlled and limited by a law enforcement officer. Do NOT select this indicator if a student is briefly detained, questioned, and/or searched by a sworn law enforcement officer without being seized and taken into custody.

**Charges:** Select checkbox if student has charges filed against him/her because of an event that occurred on school premises, on school-sponsored transportation or at school functions. charges should be verified by a prosecutor or other appropriate individual.

**Civil Proceedings:** Select checkbox if student has a civil lawsuit filed against him/her as a result of this behavior event.

**Only appears for Event Type with Classification of Harassment. *For Harassment events, participant detail must be recorded for the victim as well.***



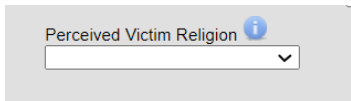
**Harassment Type:** Select the basis for harassment or bullying from the drop list. This selection is required if a behavior event is selected that is classified as *Harassment* via Behavior Admin.

- Color
- Disability
- National Origin
- Race
- Religion
- Sex
- Sexual Orientation
- Other

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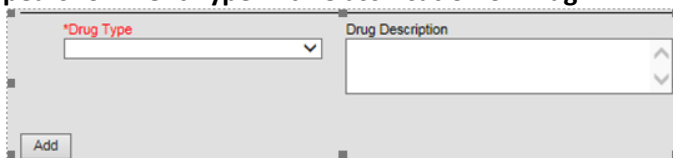
Use the *Add* button to record multiple selections for type of harassment.

A screenshot of a web form field labeled "Perceived Victim Religion" with an information icon (i) to its right. Below the label is a dropdown menu with a downward-pointing arrow.

**Perceived Victim Religion:** Selection required if Religion selected as Harassment Type. This data will be needed for Civil Rights Data Collection (CRDC).

- |                       |                               |
|-----------------------|-------------------------------|
| 01: Atheist/Agnostic  | 08: Jewish                    |
| 02: Buddhist          | 09: Mormon (LDS)              |
| 03: Catholic          | 10: Multiple Religions, Group |
| 04: Eastern Orthodox  | 11: Other Christian           |
| 05: Hindu             | 12: Other Religions           |
| 06: Islamic           | 13: Protestant                |
| 07: Jehovah's Witness | 14: Sikh                      |

### Only appears for Event Type with Classification of Drug

A screenshot of a web form section. It features a dropdown menu labeled "\*Drug Type" and a text input field labeled "Drug Description". Below these fields is a small button labeled "Add".

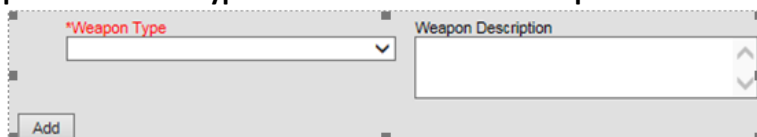
**Drug Type:** Select the appropriate drug type from the drop list. This selection is required if the behavior event is Drug, Tobacco or Alcohol Use, Possession or Distribution.

- Alcohol
- Amphetamines
- Barbiturate
- Cocaine/Crack
- Hallucinogens
- Heroin (Opioids)
- Inhalant
- Marijuana/Hashish
- Methamphetamine
- Nicotine Vapor Products
- Non-Nicotine Vapor Products
- Prescription Drugs
- Steroids (Anabolic)
- Synthetic Drug
- Tobacco/Nicotine Product
- THC Electronic Vapor Device
- Over-the-Counter Drugs
- Look alike Drug

\*None should only be selected when entering participant of a witness or victim.

Use the *Add* button to record multiple selections for type of drugs

### Only appears for Event Type with Classification of Weapon

A screenshot of a web form section. It features a dropdown menu labeled "\*Weapon Type" and a text input field labeled "Weapon Description". Below these fields is a small button labeled "Add".

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**Weapon Type:** Select the appropriate weapon type from the drop list. This selection is required if the behavior event is Weapon Use, Possession or Distribution.

- \*\*Handgun
- \*\*Shotgun/Rifle
- Pellet/BB/Air Gun
- Paintball Gun
- Replica/Toy Gun
- Stun Gun/Taser Gun
- Knife: blade length less than 2.5 inches
- Knife: blade length 2.5 inches or greater
- Blunt object
- Other object
- Noxious substance
- \*\*Destructive device (e.g. bomb, grenade, etc....)
- Substance used as weapon

\*None should only be selected when entering participant of a witness or victim.

### \*\*Definitions of Federally Reported Weapons

**Handgun (Firearm):** any firearm that can be held and fired with one hand. This category also includes revolvers and pistols.

**Shotgun/Rifle:** a shoulder firearm with spiral grooves cut in the inner surface of the gun barrel to give the bullet a rotatory motion and thus a more precise trajectory.

**Destructive Device:** any explosive, incendiary, or poison gas, examples include but not limited to bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any other similar device.

Use the *Add* button to record multiple selections for type of weapons

## Section D – Resolution Detail

### Classic View: Behavior | Behavior Management Tool

#### Search Terms: Behavior Management

#### *Step 3 Data Entry: Resolution Detail*

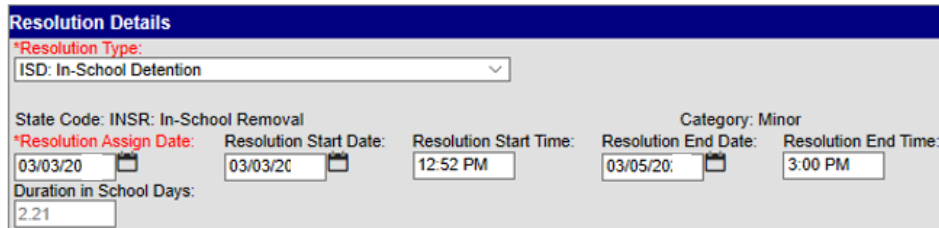
Data is reported to KDE for Safe Schools Reporting on resolution types that are mapped to a state code (Reference [State Resolution definitions](#) in Section A of this document):

- SSP1: Expelled, Receiving Services
- SSP2: Expelled, Not Receiving Services
- SSP3: Out of School Suspension
- SSP5: Corporal Punishment
- SSP7: Restraint
- SSP8: Seclusion
- INDR: In-District Removal
- INSR: In-School Removal
- IAES1: IAES – Unilateral Removal by School Personnel-SPED use only
  - IAES1 will activate and require selection of Removal Reason
- IAES2: IAES – Removal by Hearing Officer-SPED use only
  - IAES2 will activate and default Removal Reason to Serious Bodily Injury

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Reference [Interim Alternative Educational Setting \(IAES\) Guidance](#)



**Resolution Details**

\*Resolution Type:  
ISD: In-School Detention

State Code: INSR: In-School Removal      Category: Minor

\*Resolution Assign Date: 03/03/20      Resolution Start Date: 03/03/20      Resolution Start Time: 12:52 PM      Resolution End Date: 03/05/20      Resolution End Time: 3:00 PM

Duration in School Days:  
2.21

**Resolution Type:** Select from the drop list the appropriate resolution for specified participant in specified event. Multiple resolutions can be entered for a behavior event.

**NOTE:** Selection of SSP7: Restraint or SSP8: Seclusion requires additional data elements to be entered in the Behavior Response Detail.

**Resolution Assign Date:** Enter the date the resolution was assigned to participant

**Resolution Start Date:** Enter the date the resolution begins

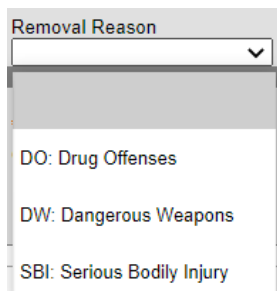
**Resolution Start Time:** Enter the time the resolution begins; verify the correct AM or PM designation

**NOTE:** The Resolution Start Date and Resolution Start Time fields default to the date/time the record is created, record should be updated to reflect the actual date/time the resolution begins. State resolutions require a start/end date and time.

**Resolution End Date:** Enter the date the resolution ends

**Resolution End Time:** Enter the time the resolution ends; verify the correct AM or PM designation. If a resolution ends at the close of a specified school day, then the end date and time should be the close of school that day, not the beginning of school the next day.

**Duration in School Days:** This field auto-populates to the hundredth of a day as soon as a Resolution End Time is entered. This field will populate the Resolution Length used in Safe Schools reporting.



Removal Reason

DO: Drug Offenses

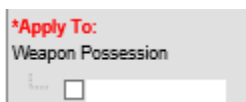
DW: Dangerous Weapons

SBI: Serious Bodily Injury

**Removal Reason:** This field is activated, and a removal reason selection is required for state resolutions of IAES – Interim Alternative Educational Setting.

- IAES1: Unilateral Removal by School Personnel-SPED use only, user must select: DO: Drug Offenses; DW: Dangerous Weapons; or SBI: Serious Bodily Injury.
- IAES2: Removal by Hearing Officer-SPED use only, the field will default to SBI: Serious Bodily Injury

Reference [Interim Alternative Educational Setting \(IAES\) Guidance](#)



\*Apply To:  
Weapon Possession

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**Apply To:** Select checkbox for participant in which resolution should be applied.

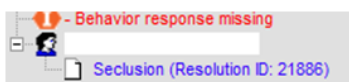
### Section E – Response Detail - Documentation of Restraint or Seclusion

**Classic View:** Behavior | Behavior Management

**Search Terms:** Behavior Management

#### Step 4 Data Entry: Behavior Response

If *resolution* of SSP7: Restraint or SSP8: Seclusion is selected, behavior *response* record is required. If a Restraint or Seclusion *response* is entered, there must be a corresponding *resolution* of SSP7: Restraint or SSP8: Seclusion.



**Response Type:** Select the appropriate technique used during the restraint:

- BR01: Control position restraint
- BR02: Kneeling position restraint
- BR04: Release/escape (self-protection) restraint
- BR06: Standing position restraint
- BR07: Transport position restraint
- BR05: Seclusion (use only if Resolution SSP8 selected)

**NOTE:** The most-restrictive physical response type should be chosen. A new response is required to be entered when the student de-escalated from a previous response to the point where staff safely released the student from the physical restraint.

Multiple responses will be required if the student again becomes an imminent danger to themselves or others and staff determines all other interventions have been attempted and physical restraint is the only means for keeping the student safe.

| Response Date        | *Response Start Time | *Response End Time   | Duration |
|----------------------|----------------------|----------------------|----------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |          |

**Response Date:** Date will auto-populate from the Date of Incident field

**Response Start Time:** Enter the start time of the response

**Response End Time:** Enter the end time of the response

**Duration:** Duration will auto-calculate based on the Response Start and End Time entered

**Pre-Response Interventions:**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Provide space              | <input type="checkbox"/> Provide a specific direction | <input type="checkbox"/> Provide reminders |
| <input type="checkbox"/> Teach standard consequence |   |  |

**Pre-Response Interventions:** Select the behavioral intervention(s) used immediately prior to implementation of restraint or seclusion. **User can choose multiple interventions.**

PRI01: Assigned seats

PRI03: Communicate concerns w/student

PRI02: Behavior momentum

PRI04: Independent activities

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PRI05: Involve students in the plan

PRI06: Modify task

PRI07: Opportunities to respond

PRI08: Physical arrangement

PRI09: Positive direction and limits

PRI10: Present options

PRI11: Problem solving

PRI12: Prompting/cueing

PRI13: Provide a specific direction

PRI14: Provide choices

PRI15: Provide reminders

PRI16: Provide space

PRI17: Provide warning and correction

PRI18: Recognize and respond to behavior

PRI19: Redirect

PRI20: Relaxation strategies

PRI21: Schedules/routines

PRI22: Speak privately to student

PRI23: Specific/concrete directions

PRI24: Teach appropriate behavior

PRI25: Teach standard consequence

PRI26: Teacher proximity

PRI99: Other – describe in pre-response text box

**Pre-Response Actions:** (For Restraint or Seclusion: Document an account of the actions by the involved students and staff, which led to this response. Include a description of any events leading up to the response, the effectiveness of any Pre-Response Interventions and how the student's behavior posed danger or harm.)

**Pre-Response Actions** - Enter the following information into the textbox for a restraint or seclusion:

- Document an account of the actions by involved students and staff before the response
- Describe events leading up to the response, including possible factors contributing to the dangerous behavior
- Document the effectiveness of any Pre-Response Interventions
- Describe how the student's behavior posed an imminent danger of physical harm to self or others

**Response Details:** (For Restraint or Seclusion: Document an account of the student's behavior during the response, how school personnel responded to the dangerous behavior, interactions between the student and school personnel during the response and the effectiveness of this response type.)

**Response Details** – Enter the following information into the textbox for a restraint or seclusion:

- Document an account of the student's behavior during the response
- Describe how school personnel responded to the dangerous behavior
- Document interactions between the student and the school personnel during the response
- Document the effectiveness of this response type

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**Post-Response Actions:** (For Restraint or Seclusion: Document an account of the involved students and staff following the response. Include a description of the effectiveness this response had in deescalating the situation as well as any planned positive behavior interventions that could reduce the need for a restraint or seclusion response in the future. If the student is not identified as eligible under 504 or IDEA, document a referral or why declining to refer. Document all people notified about this response as well as the date, time and attendees of any follow-up debriefing sessions.)

**Post-Response Actions** – Enter the following information into the textbox for a restraint or seclusion:

- Document an account of the student and staff following the response
- Document the effectiveness this response had in deescalating the situation
- Describe the planned positive behavioral interventions which shall be used to reduce the future need for restraint or seclusion of the student
- Document a referral to Program 504 or IDEA, if student not previously identified
- Describe basis for declining to refer the student to Program 504 or IDEA, if applicable
- Enter the Date the Parent Notified and Method of Notification
- Enter de-briefing session date, time and attendees
- Document any follow-up debriefing sessions

**Student was injured during the response:** Selecting this indicator will prompt two required fields

**Describe any injuries to the student:** Describe injuries to student related to the restraint or seclusion

**Injury Severity:** Select from the drop list the severity of the injuries to the student

01: Minor

02: Severe: Extreme Physical Pain

05: Severe: Substantial Risk of Death

03: Severe: Loss or Impairment of Function

06: Severe: Death

04: Severe: Protracted & obvious  
disfigurement

**REMINDER:** If injury severity selection is a selection other than 01: Minor, **staff are required to notify the school administrator, local law enforcement and the Kentucky Department of Education (Jarrod Slone) within 24 hours of the incident.** Please follow your district procedures to ensure appropriate authorities are notified within 24 hours of the incident.

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**Apply To:** Select student in which to apply Behavior Response

**Guardian Contacted:** Indicate that the guardian was contacted, this will open additional fields to complete

**Date:** Enter the date the guardian was contacted

**Time:** Enter the time the guardian was contacted

**Contact Name:** Enter the name of the guardian contacted

**Details:** Enter any details discussed during the contact, such as the method of contact

**Search and add all participants involved in the behavior response**

**Select the Role of the Participant from the drop list**

P1: Staff Primary/Lead  
P2: Other Primary/Lead  
P3: SRO Primary/Lead  
S1: Staff Secondary  
S2: Other Secondary

S3: SRO Secondary  
O1: Staff Observer  
O2: SRO Observer  
O3: Student Observer

**NOTE:** Only one person should be selected as Primary/Lead

**Participant was injured during the response:** Selecting this indicator will prompt two required fields

**Describe any injuries to the participant:** Describe injuries to the participant related to the restraint or seclusion

**Injury Severity:** Select from the drop list the severity of the injuries to the participant

01: Minor  
02: Severe: Extreme Physical Pain  
03: Severe: Loss or Impairment of Function  
04: Severe: Protracted & obvious disfigurement  
05: Severe: Substantial Risk of Death  
06: Severe: Death

**REMINDER:** If injury severity selection is a selection other than 01: Minor, staff are required to notify the school administrator, local law enforcement and the Kentucky Department of Education by competition of the [Kentucky Department of Education, Physical Restraint Severe Incident Reporting](#)



**form within 24 hours of the incident.** Please follow your district procedures to ensure appropriate authorities are notified within 24 hours of the incident.

## Section F – Event Type Definitions

Safe Schools extract will include **all** incidents of assault, violence, use of weapons, alcohol, drugs, tobacco use, bullying and harassment **regardless of event resolution**. State mapped event types that are categorized as assault or violence, alcohol, drug, tobacco, harassment or weapon are reportable to KDE via the Safe Schools Report and will generate counts on the annual [School Report Card](#) regardless of resolution.

The heading indicates the category in which the event type will be reported.

### **Assault or Violence Category:**

**1st Degree Assault:** intentionally causes serious physical injury (reference [KRS 500.080](#) for complete definition of “serious physical injury,” particularly for children ages 12 and under) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; complete definition found in [KRS 508.010](#). Consult with law enforcement (such as a School Resource Officer) or a board attorney before choosing 1<sup>st</sup> Degree Assault. This behavior event is reported singularly on the [School Report Card](#).

**2nd Degree Assault:** same as 1<sup>st</sup> Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in [KRS 508.020](#); (reference [KRS 500.080](#) for complete definition of “serious physical injury,” particularly for children ages 12 and under”)

**3rd Degree Assault:** recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; complete definition found in [KRS 508.025](#) (reference [KRS 500.080](#) for complete definition of “physical injury”)

**4th Degree Assault:** intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument; complete definition found in [KRS 508.030](#); (reference [KRS 500.080](#) for complete definition of “physical injury”)

**Abuse of a Teacher:** intentional verbal, mental or physical abuse of a teacher or administrator ([KRS 161.190](#))

**Arson:** intentional burning or attempt to burn a house, public building, vehicle, or aircraft ([KRS Chapter 513](#))

**Criminal Abuse:** intentionally abusing another person causing physical injury ([KRS 508.100 – KRS 508.120](#))

**Hazing:** a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization (1<sup>st</sup> Degree Hazing – [KRS 508.182](#); 2<sup>nd</sup> Degree Hazing – [KRS 508.184](#))

**Homicide:** a person causes the death of another human being under circumstances which constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide ([KRS Chapter 507](#))

**Kidnapping:** unlawfully restraining another person with intent to hold for ransom, inflict bodily injury or terrorize a person, to shield or hostage (complete definition found in [KRS 509.040](#))

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**Menacing:** intentionally places another person in apprehension or imminent physical injury (complete definition found in [KRS 508.050](#))

**Rape:** includes forcible rape and statutory rape ([KRS Chapter 510](#))

**Robbery/Theft** includes robbery, larceny, motor vehicle theft ([KRS Chapter 514](#))

**Sexual Assault:** unwanted touching in a sexual manner ([KRS Chapter 510](#))

**Sexual Offense (non-touch):** includes all non-touch sexual offenses, not limited to lewd behavior, obscene behavior, and indecent exposure ([KRS Chapter 510](#))

**Terroristic – Bomb:** bomb threat or threat of other explosive device ([KRS 508.075 – KRS 508.080](#))

**Terroristic Threat:** 1) Intentionally making false statements about placing a weapon of mass destruction on school property; 2) Intentionally placing a counterfeit weapon of mass destruction on school property; 3) Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff; 4) Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or 5) Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation ([KRS 508.075 – KRS 508.080](#)).

**Terroristic-Chem/Bio/Nuc:** chemical, biological, or nuclear threats ([KRS 508.075 – KRS 508.080](#))

**Wanton Endangerment:** wantonly engaging in conduct which creates a substantial danger of physical injury ([KRS 508.060](#), [KRS 508.070](#))

**Alcohol Category** (requires a [Drug Type](#) selection on participant details):

**Alcohol Distribution:** distribution of alcohol as defined as liquor, brew or mixture containing alcohol

**Alcohol Possession:** possession of alcohol as defined as liquor, brew or mixture containing alcohol

**Alcohol Use:** under the influence of or use of alcohol as defined as liquor, brew or mixture containing alcohol

**Drug Category** (requires a [Drug Type](#) selection on participant details)

**Drug Distribution:** distribution of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish (including vaping THC (tetrahydrocannabinol) oil), methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs

**Drug Possession:** possession of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish (including vaping THC (tetrahydrocannabinol) oil), methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs

**Drug Use:** under the influence of or use of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/ hashish (including vaping THC (tetrahydrocannabinol) oil), methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs

**Harassment Category** (requires a [Harassment Type](#) selection on participant details):

**Bullying:** unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated (complete definition found in [KRS 158.148](#))

**Harassing Communications:** intent to intimidate, harass, annoy or alarm another person through a communication or social media mechanism (complete definition found in [KRS 525.080](#))

**Harassment:** intent to intimidate, harass, annoy or alarm another person (complete definition found in [KRS 525.070](#))

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**Stalking:** intent to stalk another person or make explicit or implicit threat to place a person in reasonable fear of sexual contact, physical injury or death (complete definitions found in [KRS 510.140](#) and [KRS 508.150](#))

**Threatening another Student:** to cause reasonable apprehension or threat of physical harm to another student through statement, communication conduct or gesture

**Threatening Staff:** to cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication conduct or gesture

**Verbal Abuse:** using abusive or demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions

**Tobacco Category** (requires a [Drug Type](#) selection on participant details)

**Tobacco Distribution:** distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products

**Tobacco Possession:** possession of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products

**Tobacco Use:** under the influence of or use of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products

**Weapon Category** (requires a [Weapon Type](#) selection on participant details):

All incidents involving the possession of guns or other deadly weapons on school property or at school functions must be reported as a behavior incident in the student information system.

**Weapon Possession:** possession of any item used, designed to be used or *intended* for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person

**Weapon Distribution:** distribution of any item used, designed to be used or *intended* for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person

**Weapon Use:** use of any item used, designed to be used or *intended* for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person

### Not Reported on Safe Schools:

State mapped event types listed below do not report on the safe school report and are not used for state or reporting unless there is a state resolution attached to the event. Definitions are not provided as these are local board policy event types.

|  |   |
|--|---|
| Academic Cheating/Plagiarism               | Fighting - Student to Student               |
| Attendance Policy Violation                | Forgery                                     |
| Burglary                                   | Fraud                                       |
| Bus Rule Violation                         | Gambling                                    |
| Dangerous Instrument Possession            | Inappropriate Sexual Behavior               |
| Destruction of Property                    | Insubordination                             |
| Disorderly Conduct                         | Leaving Campus                              |
| Disrespectful Behavior                     | Loitering                                   |
| Disruptive Behavior                        | Motor Vehicle Theft                         |
| Dress Code Incident                        | Violation of District Acceptable Use Policy |
| Drug Paraphernalia Violation               | Out of Area Violation                       |
| Electronic/Telecommunication Device Policy | Possession of Stolen Property               |
| Failure to Attend Detention                | Skiping Class                               |
| Fighting - Student to Other                | Skiping School                              |
| Fighting - Student to Staff                | Tardy to Class                              |

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Theft/Stealing  
Profanity or Vulgarity  
Self-Endangerment  
Truancy

Trespassing  
Vandalism  
Violation of Personal  
Electronic/Telecommunication Device Policy

## Section G – Reporting Timeline

### Safe Schools Reporting Timeline (dates are subject to change)

**May 1 – June 28:** Schools and districts should generate error/warning report for Safe Schools; work to resolve all errors and review/resolve warnings; generate .csv file verifying accuracy of data produced

**June 28:** Safe School data verification window closes

**June 28:** Superintendent and Director of Special Education verification of data accuracy will be required

**July 1:** KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*

**July 15:** Aggregate Safe School data will be available for district and school review via the secure School Report Card

**August 5:** District and school review of the aggregate school report card must be complete