



# Safe Schools End-of-Year Reporting

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# 2014–15 End-of-Year Timeline

- ▶ **May 15<sup>th</sup>** – District verification window opens
- ▶ **June 30<sup>th</sup>** – District verification window closes
- ▶ **June 30<sup>th</sup>** – Superintendent verification due to KDE
- ▶ **July 1<sup>st</sup>** – KDE will extract data from IC data warehouse
- ▶ **July 15<sup>th</sup> (tentative)** – District and school level data will be available for viewing in the 14–15 School Report Card Data Collection tool
- ▶ **July 31<sup>st</sup>** – School Report Card verification of behavior data ends (two weeks after availability in SRC)



# New for 2014–15

- ▶ IAES Resolution Codes added (SPED only)
  - Definitions
- ▶ Distinct Event count added to the Safe Schools extract
- ▶ Active Special Ed indication on the Safe Schools extract will be based on student's special education status as of Dec. 1 of the reporting year

# Requirements for Safe Schools

- ▶ Any behavior resolution mapped to a state code of the following:
  - SSP1: Expelled, receiving services
  - SSP2: Expelled, not receiving services
  - SSP3: Out of School Suspension
  - INSR: In-School Removal
  - SSP7: Restraint
  - SSP8: Seclusion
  - IAES: Unilateral Removal by School Personnel – SPED
  - IAES: Removal by Hearing Officer – SPED

# Requirements for Safe Schools

- ▶ Incidents involving law or board violations related to the following will produce a record **regardless** of resolution:
  - Assault or Violence
  - Guns or other weapons
  - Controlled substances (including alcohol or tobacco)
  - Bullying or Harassment

# Data Standards

- ▶ A list of the select law and board violations can be found in the 2014–15 Safe Schools Data Standards on KDE's [KSIS Data Standards website](#).
- ▶ The data standards provide users with details as to what data must be entered into IC for safe schools reporting purposes. Descriptions and screenshots are part of the document.

# Communication

- ▶ KDE's primary point of contact for Safe Schools data collection is the Safe Schools Coordinator for the district.
- ▶ All notifications sent to Safe Schools Coordinators are also sent to the KSIS Point of Contact.
- ▶ It is the district's Safe Schools Coordinator's responsibility to communicate important notifications regarding data entry and standards to the school users in their districts.

# Safe Schools Extract

- ▶ The Safe Schools Extract is located via  
KY State Reporting | Safe Schools
- ▶ The validation report should be run monthly and distributed to schools for clean up of error/warnings prior to the end of the school year

# Reporting Path

## ▶ KY State Reporting | Safe Schools

**Extract Options**

Format

Date Range  --

Extract Options:  
Date Range: should remain as default

**Report Selection**  All Reports

SS1: Assault or Violence

SS2: Possession of Guns or Other Deadly Weapons

SS3: Possession/Use or Distribution of a Controlled Substance

SS4: Bullying or Harassment

SS5: State Resolutions not reported in SS1 - SS4

Sub-Reports:  
Allows user to section out the categories of reporting

School and Grade Criteria:  
Ensure all grades and schools are included in the verification process



# Validation Checks



- ▶ **Errors** – Indicate problematic data that will NOT pull on the report
- ▶ **Warnings** – Indicate problematic data that WILL pull on the report

**All errors and warnings should be resolved during the district verification process.**

# Export Validations to .CSV

- ▶ The error/warnings can be exported to .CSV to allow filtering of data to provide to schools for clean-up

To view the errors and/or warnings in a csv format click

Export to CSV



# Error 1: Resolutions –Missing End Dates and/or Times

- ▶ This error will appear anytime a student has a state resolution without a resolution end date and or time.

To resolve this error, open event resolution; enter end date and/or time and save record

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.



# Error 2: State Resolutions missing a law or board violation selection

- ▶ This error will appear anytime a student has a state resolution without a law or board violation selected on the event.

To resolve this error, open behavior event; select the appropriate law or board violation

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.



# Error 3: Event without a participant

- ▶ This error will appear anytime an event with a Safe Schools qualifying event or resolution is saved without a participant selected.

To resolve this error, find the referenced behavior incident, and add the participant to the event or resolution. If the event was created in error, then the event should be deleted.



# Error 4: Behavior Incident outside of district enrollment

- ▶ This error will appear when a behavior incident date is outside any of the student's enrollments in the district.

# Warning 1: Suspension/Attendance Dates and/or Times are Inconsistent

- ▶ This warning will appear for students who received a state resolution of SSP3 and the start/end date/times of the behavior resolution are not consistent with the check-in/out date/time within the student's attendance.

# Warning 3: Behavior resolution outside of enrollment

- ▶ This warning will appear for students who have a resolution start or end date outside of any enrollment in the district.

# Warning 4: Overlapping State Resolutions

- ▶ This warning will appear anytime a student has two or more state resolution records which overlap any span of date or time.

# Extract Detail

- ▶ District Information
- ▶ School Information
- ▶ Student Demographics (SSID, Name, DOB, Race, Gender, SES, Special Ed Status)
- ▶ Incident Detail (Incident ID, Date, Time, Context, Location)
- ▶ Event Detail (Event ID, Role, Board Violation Code, Law Violation Code)
- ▶ Legal Sanctions (Call to Police, Arrest, Charges, Gang Related, Civil Proceedings, SRO, CDW)
- ▶ Resolution Detail (State Code, Start Date/Time, End Date/Time, Length in School Day)
- ▶ Distinct Count

# Resolution Length School Days

- ▶ This field will calculate the number of days of the resolution based on the start and end date and the school days in the district calendar
- ▶ Snow days, break days, holidays, weekends will not be counted as a day in the resolution length

# Distinct Count

- ▶ This field provides a distinct count per record based on the SSID and the Behavior Event ID fields.

StateID	EventID	Role	Board_Vic	Law_Viola	resolution	DistinctCount
1234567890	21752	O	8001			1
1234567890	21752	O	8001		INSR	0

- ▶ Record above one event of bullying with two resolutions, distinct count produced is 1

# Validation and Verification

- ▶ Once the district has validated the 14–15 data and is confident the data is accurate, the district superintendent must complete the verification survey (provided at a later date).
- ▶ The data will then be extracted via the data reporting warehouse by KDE.

# What is this data used for?

- ▶ Publically reported via Open House | School Report Card
- ▶ Per KRS 158.444, KDE must provide the data to the following agencies:
  - Kentucky Center for School Safety
  - Office of Education Accountability
  - Education Assessment & Accountability Review Subcommittee
- ▶ Data is reported annually to the U.S. Department of Education.

# Questions



- ▶ Questions regarding the Safe Schools Extract, contact Windy Newton or Victoria Fields at 502-564-4772 or email [windy.newton@education.ky.gov](mailto:windy.newton@education.ky.gov) or [victoria.fields@education.ky.gov](mailto:victoria.fields@education.ky.gov)