2	Behavior (Safe Schools) Data Entry		
KDE Contact (Data Steward)	Victoria Fields, (502) 564-4772 ext. 4015 Windy Newton, (502) 564-5130, ext. 4063 Restraint and Seclusion Program Contact: Robert Meacham, (502) 564-4970, ext. 4112	Updated	12/04/2015
Description	Behavior Management Tool should be utilized to document behavior incidents, behavior events, behavior resolutions and behavior responses.		
Data Standard Reg sites, data use, etc.	• 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 525.070 – harassment • KRS 525.080 – harassing communications • 704 KAR 7:160 – Restraint and Seclusion		
How is data used	• Safe Schools Reporting will be used for public reporting via the School Report Card, EDEN federal reporting and OEA (Office of Education Accountability) requirements. • Monitoring and reporting of Restraint and Seclusion • Civil Rights Data Collection		
Noted Changes for current year	**2015-16 CRDC reporting requires that all incidents of bullying or harassment include the basis for bullying, options are as follows:** • **Basis of sex** • **Basis of race, color or national origin** • **Basis of disability** • **Basis of sexual orientation or gender identity** • **Basis of religion** • **Basis of other** **Victim data must also be reported for all incidents of bullying or harassment** **IC release 1545.2 will include core product enhancements to collect basis for harassment data for CRDC reporting. The standards have been updated to include this data set. IC release 1549 will include Kentucky localization enhancements to this data set.**		
Available Ad-Hoc & Reports	Updated ad-hoc reports will be developed by KDE and published to districts.		
Available Training	**Various trainings will be posted via KDE's Safe Schools website**		

2A	Behavior Administration
Campus Path:	**Behavior | Admin**

Local event types that qualify as a bullying or harassment incident must have a classification selection via Behavior Admin for CRDC reporting purposes. Event types that meet the criteria of one of the following law or board violations should be updated:

Bullying	Threatening another Student
Harassing Communications	Threatening Staff
Harassment	Verbal Abuse
Misdemeanor Stalking	

TOOLBAR SELECTIONS: Calendar = 15-16 Schools = All Schools

PATH: Behavior | Admin | Event Types

- Select local event type

Behavior Event Type Editor

Code	Name	Alignment	Start Date	End Date
RSN	Arson	Discipline	07/01/2012	
90	Arson	Discipline	07/01/2012	
1852	Barbiturates Distribution	Discipline	07/01/2012	
1851	Barbiturates Possession and/or Use	Discipline	07/01/2012	
BTA	Bomb Threat / False Alarm	Discipline	07/01/2012	
8001	Bullying	Discipline	07/01/2012	

- Select Classification of Harassment from the drop list

Behavior Event Type Detail

School
District Wide

Available In Referral

Code: 8001
*Name: Bullying
*Alignment: Discipline
Demerits: 0
*Start Date: 07/01/2012
End Date:
Category: Major
*State Event Code (Mapping): Board Violation
*Classification: Harassment

- Save

NOTE: If district created the temporary event types for collection of CRDC named Board-Harassment/Threats/Intimidation/Bullying (HARAB) and Law- Harassment/Threats/Intimidation/Bullying (HARAL), the classification of Harassment must be selected for these Event Types.

Appropriate local district resolution codes should be mapped to State Resolution Codes for reporting purposes:

- SSP1: Expelled with Services
- SSP2: Expelled without Services
- SSP3: Out of School Suspension
- SSP5: Corporal Punishment
- SSP7: Restraint
- SSP8: Seclusion
- INSR, In-School Removal – any district resolution type in which student is removed from his/her normal educational environment **during instructional time**, i.e., ISAP, ISS, In School Detention, Alternative Classroom, Alternative Program within the district, etc…
- **IAES- Unilateral Removal by School Personnel-SPED use only**
- **IAES- Removal by Hearing Officer-SPED use only**
  - **Reference IAES Definitions**

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

Calendar = 15-16 Schools = All Schools

Year 15-16 School All Schools

PATH: Behavior | Admin | Resolution Types

- Select local resolution type

Behavior Resolution Type Editor

Code	Name	Alignment	Start Date	End Date
	CONFERENCE WITH STUD	Discipline	08/10/2006	
	Constructive Assignment	Discipline	08/10/2006	
SSP5	Corporal Punishment	Discipline	08/10/2006	
SSP2	Expelled, Not Receiving Services	Discipline	08/10/2006	
SSP1	Expelled, Receiving Services	Discipline	08/10/2006	
INSR	IN-HOUSE SUSPENSION	Discipline	08/10/2006	
SSP6	Law Only	Discipline	08/10/2006	

- Select appropriate State Resolution Code (mapping)

No State Resolution Code (Mapping)
IAES - Unilateral Removal by School Personnel - SPED only
IAES - Removal by Hearing Officer - SPED only
In-School Removal
Expelled, Receiving Services
Expelled, Not Receiving Services
Out of School Suspension
Corporal Punishment
Restraint
Seclusion

- Save

2B — Incident Detail Information

Campus Path: Behavior | Behavior Management Tool

As in other areas of the behavior management tool, do not include other student's names in any of the details as this data could be printed or viewed in other areas of the program.

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. So there could 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 require

Must mark Complete!

Incident ID:
Status: In Progress
Submitted Date: 06/03/2015 08:14 AM
Submitted By: Administrator, System
*Alignment: Discipline
Title: Behavior Test ILP/IEP
*Date of Incident: 03/16/2015
*Time of Incident: 08:11 AM
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

NOTE: Status must be marked complete for the incident/event/resolution to appear on the student behavior tab AND for all reporting purposes.

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

Alignment: Select from the drop list the type of incident

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

Title: Enter a brief description of incident as a whole, i.e., Fight at Assembly, if left blank, the first Event Type selected will default as value when incident 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 **(NOTE: This field is now a required field)**

- 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

  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 at school
- 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

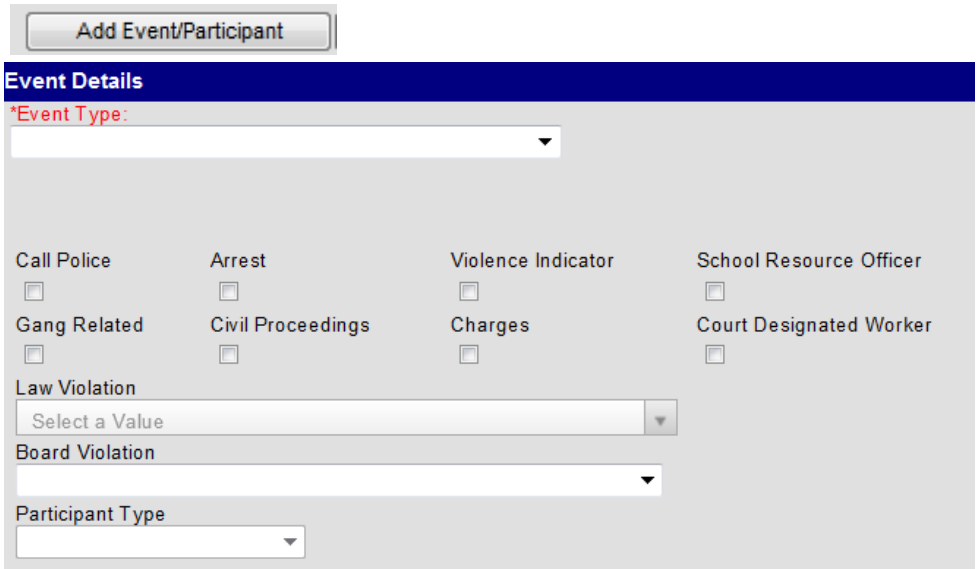
  EXAMPLES: Incident occurs at an away football game by a student that at the time of the incident is not under the authority of the school/district; incident occurs such as student uses home computer to harass another student from home in the evening

Behavior Event Location: Select from the drop list the location in which the incident occurred **(NOTE: this field is now a required 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

2C	Event and Participant Detail
Campus Path:	Behavior | Behavior Management Tool

Step 2 Data Entry: Events and Participants Detail



Event Type: Select from the drop list the local event type

If an event type with a selection of Harassment via Behavior Admin is selected, harassment type will be required via the Participant section.

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

Arrest: Select checkbox if event resulted in an arrest

Charges: Select checkbox if event resulted in charges being filed

Gang Related: Select checkbox if event was gang related

Civil Proceedings: Select checkbox if event resulted in civil proceedings

School Resource Officer: Select checkbox if event involved a School Resource Officer

Court Designated Worker: Select checkbox if event required involvement of a Court Designated Worker

Events that result in a state resolution MUST have a law or board violation selected.

Safe Schools extract will include **all** incidents of assault, violence, use of weapons, alcohol, drugs, controlled substance (tobacco use), bullying and harassment **regardless of event resolution**. Law and board violations that are highlighted below are reportable to KDE and will generate counts on the annual School Report Card regardless of resolution.

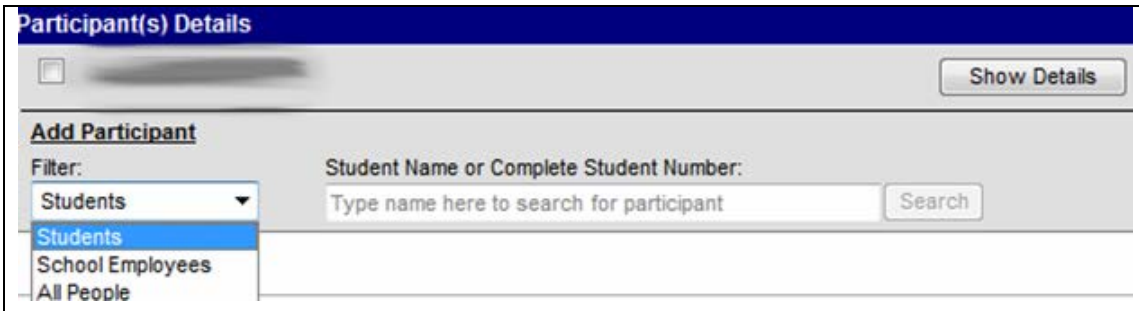
Law Violation: Select from the drop list the law violation if applicable; codes highlighted below will be reportable to KDE. Reference Law Violation definitions.

Code	Code Description	Code	Code Description
11	Criminal Homicide	1842	Amphetamines Distribution
20	Forcible Rape	1851	Barbiturates Possession and Use
30	Robbery	1852	Barbiturates Distribution
50	Burglary	1861	Heroin Possession and Use
60	Larceny - Theft	1862	Heroin Distribution
70	Motor Vehicle Theft	1871	Cocaine/crack Possession and Use
75	Kidnapping	1872	Cocaine/crack Distribution
80	Destruction of Property	1881	Prescription drugs Possession and Use
90	Arson	1882	Prescription drugs Distribution

95	Trespassing	1891	Inhalant Possession and Use
100	Forgery	1892	Inhalant Distribution
110	Fraud	190	Gambling
120	Embezzlement	210	DUI (Driving Under the Influence)
130	Stolen Property	230	Under Influence
140	Vandalism	240	Disorderly Conduct
151	Weapon - Handgun	260	Other
152	Weapon - Rifle	280	Loitering
153	Weapon/Other Firearm	301	1st Degree Assault
154	Weapon - Other	302	2nd Degree Assault
160	Prostitution	303	3rd Degree Assault
171	Indecent Exposure	304	4th Degree Assault
172	Statutory Rape	305	Menacing
174	Sexual Assault (Unwanted touching in a sexual manner)	306	Felony Wanton Endangerment
1801	Other Drug Possession and Use	307	Misdemeanor Wanton Endanger.
1802	Other Drug Distribution	308	Felony Criminal Abuse
1811	Alcohol Possession and Use	309	Misdemeanor Criminal Abuse
1812	Alcohol Distribution	310	Terroristic Threat
1821	Marijuana/hashish Possession and Use	320	Terroristic - Bomb
1822	Marijuana Distribution	330	Terroristic-Chem/Bio/Nuc
1831	Hallucinogenic Possession and Use	340	Felony Stalking
1832	Hallucinogenic Distribution	341	Misdemeanor Stalking
1841	Amphetamines Possession and Use	350	Harassing Communications
2000	IAES for Weapon – **SPED only**	2001	IAES for Drug – **SPED only**
2003	IAES for Injury – **SPED only**		

Board Violation: Select from the drop list the board policy violation if applicable; codes highlighted below are reportable to KDE. Reference Board Violation definitions.

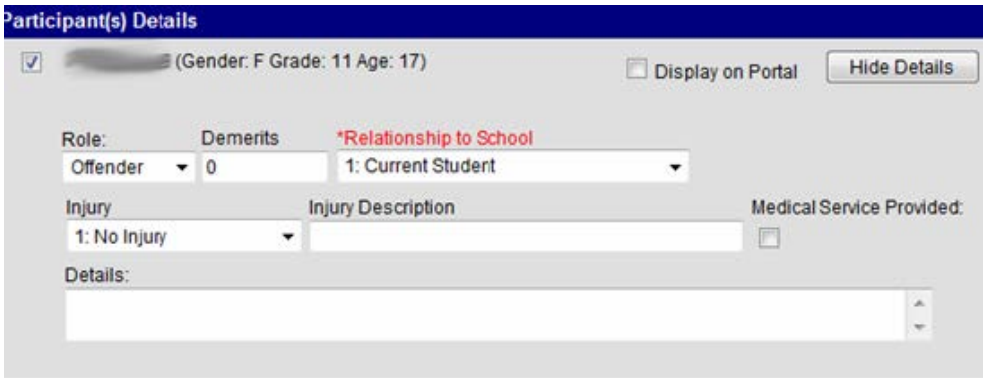
Code	Description	Code	Description
110	Dangerous Instruments (carrying or use)	5001	Fighting - Student to Student (physical aggression)
1001	Cheating	5002	Fighting - Student to Staff (physical aggression)
1002	Dress Code Incident	5003	Fighting - Student to Other (physical aggression)
1003	Leaving Campus	5004	Self Endangerment
1004	Skipping Class	60	Inappropriate Sexual Behavior
1005	Skipping School	70	Profanity or Vulgarity
1006	Tardy to Class	8001	Bullying
1007	Truancy	8002	Harassment
1008	Signing Parent/Staff Note	8003	Threatening Staff
1009	Stealing	8004	Verbal Abuse
1010	Failure to follow staff instructions	8006	Threatening another Student
1011	Disrespectful Behavior	9001	Smoking
1012	Inappropriate Use of District/School Technology	9002	Chewing
1013	Violation of Personal Electronic/Telecommunication Device	9003	Tobacco - Other
1014	Look-alike drug possession, distribution	9004	Alternative Nicotine Product
2001	Disruptive Behavior	9005	Vapor Product
2002	Bus Disturbance	998	Other
40	Failure to Attend Detention		



Search for Participant

Filter: Current Student, School Employees or All People

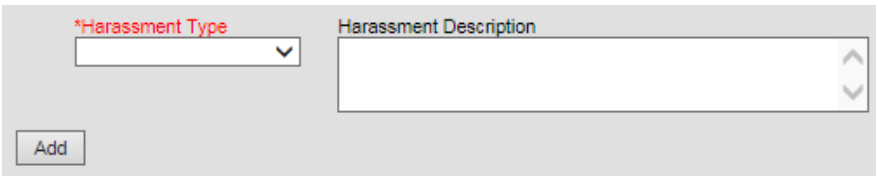
Participant Name: Search for participant by last name



Role: Select from the drop list the role the participant 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

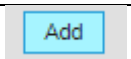


Harassment Type and Description entered on the first participant will be populated to additional participants but can be edited.

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.

- 01: Color
- 02: Disability
- 03: National Origin
- 04: Race
- 05: Religion
- 06: Sex
- 07: Sexual Orientation
- 08: Other

Harassment Description: Enter details about the harassment in the dialog box.

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

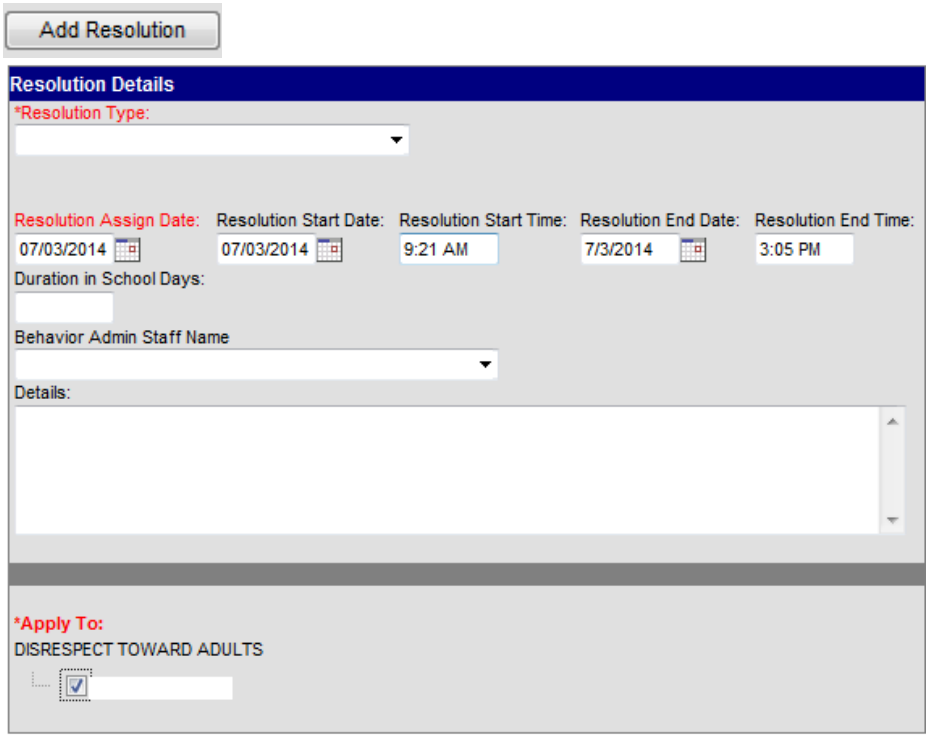
Enter the participant detail for each participant of the event; this will write the event/resolution information to the student's behavior tab. For Harassment events, participant detail must be recorded for the victim as well.

2D	Resolution Detail
Campus Path:	Behavior | Behavior Management Tool

Step 3 Data Entry: Resolution Detail

Data is reported to KDE for Safe Schools Reporting on resolution types that are mapped to the following state codes:

- **SSP1, Expelled with Services**
- **SSP2, Expelled without Services**
- **SSP3, Out of School Suspension**
- **SSP5, Corporal Punishment**
- **SSP7, Restraint**
- **SSP8, Seclusion**
- **INSR, In School Removal**
- **IAES1, IAES – Unilateral Removal by School Personnel-SPED use only**
- **IAES2, IAES – Removal by Hearing Officer-SPED use only**



Resolutions mapped to a state code must have a start date/time and an end date/time entered to save the record

Resolution Type: Select from the drop list the appropriate resolution for specified participant in specified event

NOTE: Selection of SSP7: Restraint or SSP8: Seclusion requires additional data elements to be entered into the Behavior Response Detail (*Reference Behavior Response Standards Section 2E below)*

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 Date and Time default to the date/time the record is created, record should be updated to reflect the actual date/time the resolution begins.

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

NOTE: 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.

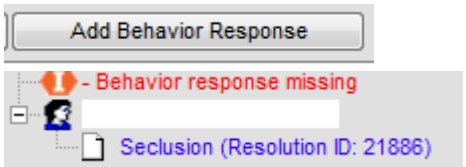
Apply To: Select checkbox for participant in which resolution should be applied.

NOTE: If a student with an IEP is serving an In-School Removal, then the Admission and Release Committee (ARC) determines placement of alternative setting, you must update the behavior resolution **end** date and time to the date and time the ARC made this determination.

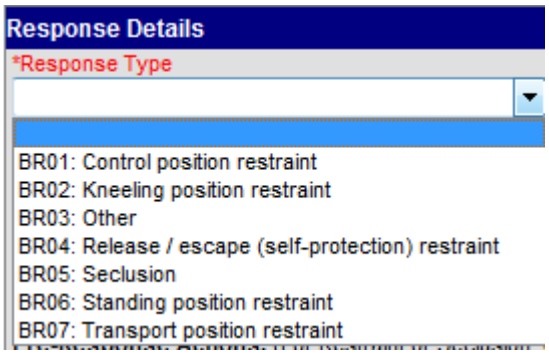
2E	Response Detail Documentation of Restraint or Seclusion
Campus Path:	Behavior | Behavior Management

Step 4 Data Entry: Behavior Response

If resolution of SSP7 or SSP8 is selected, behavior response record is required.



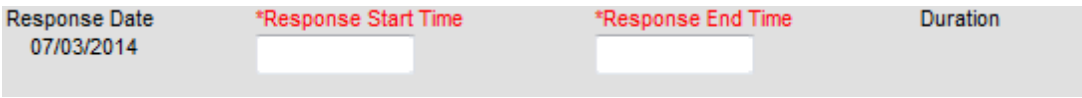
Response Details:



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

- BR01: Control position restraint
- BR02: Kneeling position restraint
- BR03: Other
- BR04: Release/escape (self-protection) restraint
- BR06: Standing position restraint
- BR07: Transport position restraint
- BR05: Seclusion (use only if Resolution SSP8 selected)

Create a new behavior response for each response. If the technique changes during the SAME response, describe in the Response Details textbox.

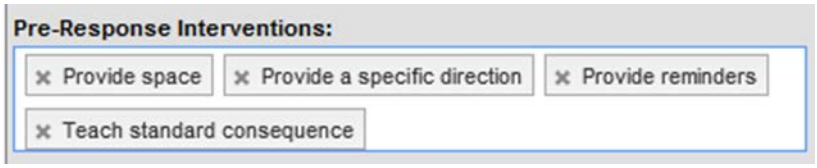


Response Date: Date will auto-populate from the Date of Incident field

Response Start Time: Enter the start time of the response

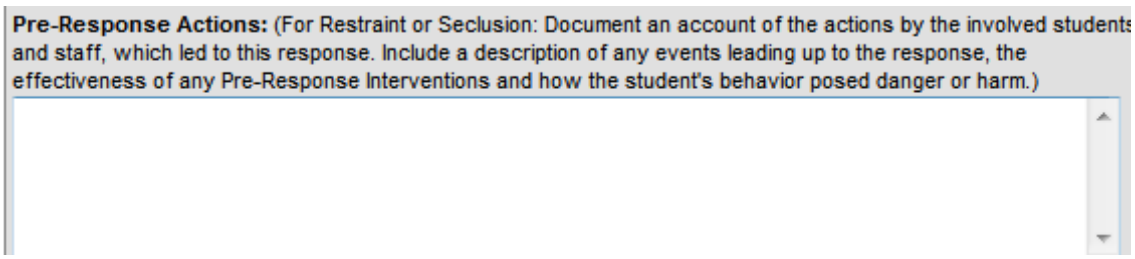
Response End Time: Enter the end time of the response

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



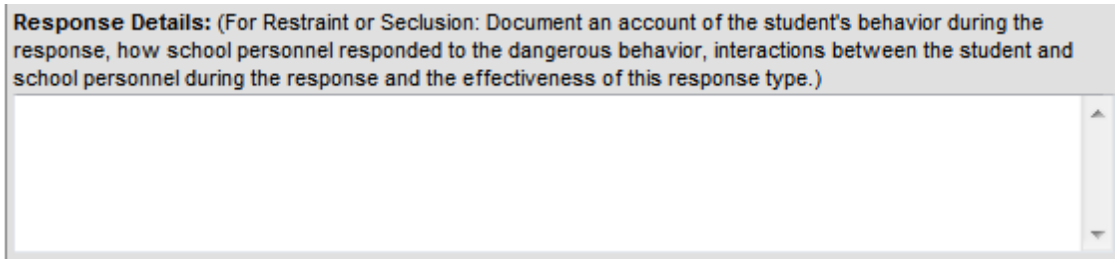
Pre-Response Interventions: Select the behavioral intervention(s) used immediately prior to implementation of restraint or seclusion User can choose multiple interventions

PRI01: Assigned seats
PRI02: Behavior momentum
PRI03: Communicate concerns w/student
PRI04: Independent activities
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 - Enter the following information into the textbox:

- **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 – Enter the following information into the textbox:

- **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**

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:

- **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 Details

☑ Student was injured during the response

*Describe any injuries to the student.

*Injury Severity

*Apply To:

DISRESPECT TOWARD ADULTS

☑ Guardian Contacted

*Date 07/15/2014 *Time Contact Name

Details

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
03: Severe: Loss or Impairment of Function
04: Severe: Protracted & obvious disfigurement
05: Severe: Substantial Risk of Death
06: Severe: Death

Apply To: Select student in which to apply Behavior Response

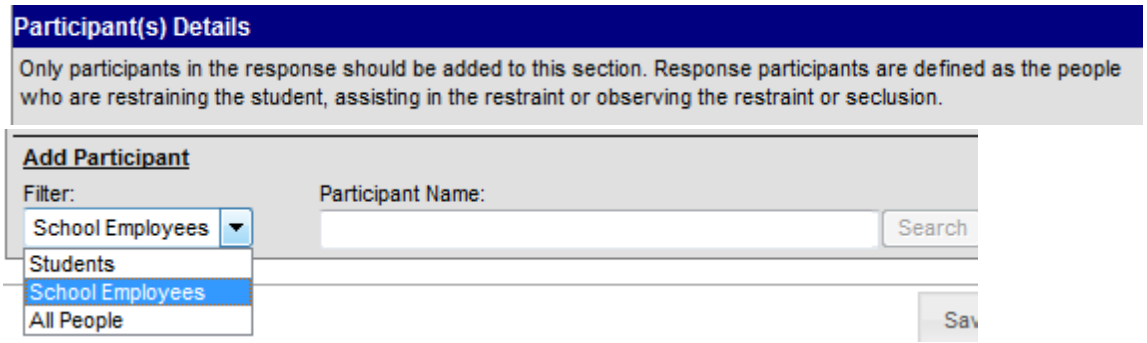
Guardian Contacted: Indicate that the guardian was contacted, this will open additional fields to complete

Date: Enter the date the guardian was contacted

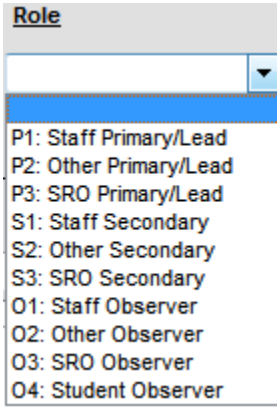
Time: Enter the time the guardian was contacted

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

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