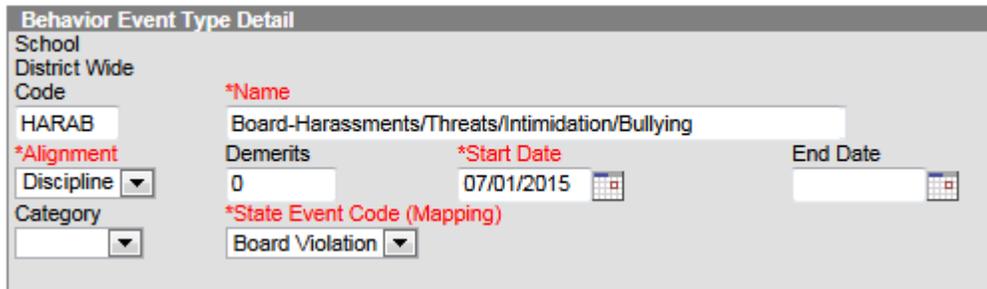


IC Recommendation: Track basis of bullying/harassment for 2015-16 Civil Rights Data Collection reporting

NOTE: CRDC data collection requires collection of the Basis of Bullying or Harassment incidents on the offender record AND the victim record for 2015-16 School Year. These elements are not available in core product of IC to date. IF a district chooses to utilize IC to collect this data a workflow has been recommended and detailed below.

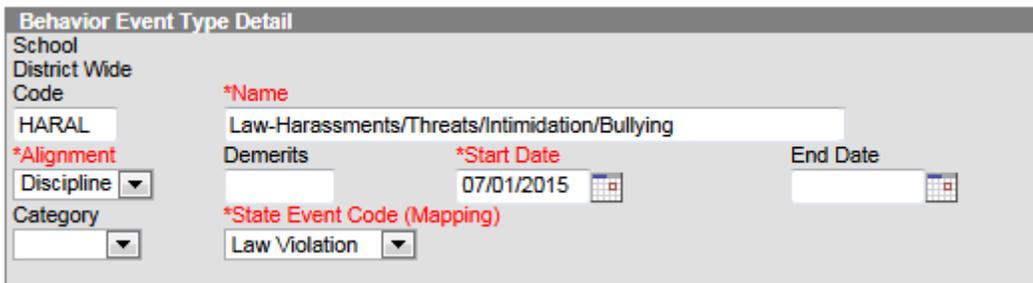
Setup: Create two local event types for Harassments/Threats/Intimidation/Bullying (one connected to State Event Code Mapping of Board Violation and another for Law Violation)

1. Select Year 15-16 and All Schools in the IC toolbar
2. PATH: Behavior | Admin | Event Types
3. Click New
4. Enter Elements as shown below to create Event Type for use with a Board Violation



The screenshot shows the 'Behavior Event Type Detail' form. The 'School' is set to 'District Wide'. The 'Code' is 'HARAB'. The '*Name' is 'Board-Harassments/Threats/Intimidation/Bullying'. The '*Alignment' is 'Demerits'. The 'Discipline' is set to '0'. The '*Start Date' is '07/01/2015'. The 'End Date' is empty. The '*State Event Code (Mapping)' is 'Board Violation'.

5. Click Save
6. Repeat steps above to create Event Type for use with a Law Violation, entering elements as shown below



The screenshot shows the 'Behavior Event Type Detail' form. The 'School' is set to 'District Wide'. The 'Code' is 'HARAL'. The '*Name' is 'Law-Harassments/Threats/Intimidation/Bullying'. The '*Alignment' is 'Demerits'. The 'Discipline' is empty. The '*Start Date' is '07/01/2015'. The 'End Date' is empty. The '*State Event Code (Mapping)' is 'Law Violation'.

7. Click Save

When an incident occurs that includes harassment...

1. The incident should be created in the behavior management tool following existing policy/procedure.
2. An event should be created with the Event Type set to HARAB or HARAL, whichever is appropriate

Event Details

*Event Type:
 HARAB: Board-Harassments/Threats/Intimidation/Bullying

3. Select the appropriate Board Violation or Law Violation if appropriate
 If HARAB selected a Board Violation also must be selected

Board Violation
 8001: Bullying

Appropriate Board Violation Bullying/Harassment selections are as follows:

8001	Bullying
8002	Harassment
8003	Threatening Staff
8004	Verbal Abuse
8006	Threatening another Student

IF HARAL selected a Law Violation also must be selected

Law Violation
 350: Harassing Communications

Appropriate Law Violation Bullying/Harassment selections are as follows:

340	Felony Stalking
341	Misdemeanor Stalking
350	Harassing Communications

4. A participant should be added with the role of Offender
5. The following data should be documented in the details comment box in the participant area
 - a. Type of harassment – Sex, Race, Color, National Origin, Disability, Sexual Orientation, Religion, or Other
 - b. A 100 character or less description of the harassment.

Participant(s) Details

Display on Portal

Role: Demerits *Relationship to School

Offender

Injury Injury Description Medical Service Provided:

1: No Injury

Details:

6. A participant should be added with the role of Victim
7. The following data should be documented in the details comment box in the participant area
 - c. Type of harassment – Sex, Race, Color, National Origin, Disability, Sexual Orientation, Religion, or Other
 - d. A 100 character or less description of the harassment.

When the new harassment functionality is delivered, a new field for the type of harassment and a new field for the description will be available. The information saved in the participant details field earlier in the year, can then be moved into the new harassment fields.

1. A district administrator will open the HARAB and HARAL behavior event types and check the box stating that this is a harassment event type
 - b. Behavior > Admin > Event Types
2. The school behavior administrator will create and run an ad-hoc report that identifies harassment events that need updating.
3. Each harassment event will be updated by
 - a. Moving the type of harassment from the details box to the new harassment type field.
 - b. Moving the 100 character or less description into the new harassment description field.

New Field Mockup

Participant(s) Details

 Display on Portal

Role: Demerits *Relationship to School
Offender

Injury Injury Description Medical Service Provided:
1: No Injury

*Harassment Type	Harassment Description
X Sex <input type="text"/>	Offender used anti-female pejorative
X Other <input type="text"/>	Offender disparaged victim's weight

Details: