Safe Schools Reporting

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Audience and Resources

- Audience:
  - District Safe Schools Administrators
  - School Principals
  - Staff within schools responsible for student behavior data entry

- Resources:
  - [Data Standards – Behavior](#)
  - KDE's [Safe Schools Data Collection and Reporting website](#)
  - [Behavior Data Standards Overview Webinar Series](#) – webinar that covers each section of the data series individually.
  - [KRS 158.444](#) – reporting of discipline data statute

- Communications are sent to District Safe Schools Administrators designated in Person Role Manager KDE Web Application. Each district can review roles through KDE's Open House – Directory [website](#).

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Safe Schools Report

- PATH: KY State Reporting | Safe Schools

- Ensure appropriate staff in district and school have access to generate report

- KDE recommends generating the report to address errors and warnings on a regular basis

- Extract safe school data for monitoring and analysis of school safety and needed student interventions.

- Review data for end of year reporting and verification of the School Report Card.

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Inclusion on Safe Schools Report

- Behavior events of
  - Assault or Violence
  - Bullying or Harassment
  - Drugs, Alcohol or Tobacco
  - Weapons
- Behavior resolutions mapped to a state resolutions regardless of behavior event selection.
  - Expulsions
  - Out of School Suspensions
  - In-School and In-District Removals
  - Restraint and Seclusions
  - Corporal Punishments
  - Interim Alternative Educational Setting Removals (SPED only)

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Active Special Ed at Time of Incident

- The report can be generated to review behavior of special education students.

- Select the indicator on the report landing page.

- This output will be beneficial for the district's Director of Special Education to review and validate safe schools' data

Active Special Ed at Time of Incident

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Data Validation Report

- Errors produced must be resolved; otherwise, the records will not be included in the district safe schools report.

- Warnings should be reviewed and resolved, if applicable, the records will be included in the district safe schools report.

- Errors and Warnings for the district will hyperlink on the Error/Warning Table of Contents

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Sample Validation Report

There are no errors or warnings in the extract [Click Here] **to generate the Safe Schools Extract.**

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

ER01: The following students have state resolutions without a start/end date and/or time. These behavior events will not pull on the report. (Number of Records: 0)

ER03: The following events do not have a participant selected. These behavior events will not pull on the report. (Number of Records: 0)

ER04: The following students have a resolution for a behavior incident that occurred outside of the selected calendar(s) enrollment(s). These events will not pull on the report. (Number of Records: 0)

ER05: Suspension Attendance without a corresponding Resolution of SSP3 Out of School Suspension. These events will not pull on the report. (Number of Records: 0)

ER06: The following students have a Behavior Response of Restraint or Seclusion without a corresponding State Resolution of SSP7: Restraint or SSP8: Seclusion. These behavior events will not pull on the report. (Number of Records: 0)

ER07: The following students have an Interim Alternative Educational Setting (IAES) state resolution that exceeds the maximum resolution length of 45 days. These behavior events will not pull on the report. (Number of Records: 0)

WA01: An Out of School Suspension Resolution (SSP3) exists outside of a Suspension Attendance event. These events will pull on the report. (Number of Records: 0)

WA02: The following students have a behavior resolution of SSP7: Restraint or SSP8: Seclusion without a corresponding Behavior Response of Restraint or Seclusion. These behavior events will pull on the report. (Number of Records: 0)

WA03: Student behavior resolution start date is not within a district enrollment. These events will pull on the report. (Number of Records: 0)

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ER01: State Resolutions without start/end date and/or time

- All behavior that results in a state resolution must have a start and end date time entered.

NOTE: Ensure AM/PM designations are accurate when entering times of a behavior resolution.

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ER03: Events do not have a participant selected.

- Safe school incidents must have a participant attached.

ER04: Students have a resolution for a behavior incident that occurred outside of the selected calendar(s) enrollment(s).

- Behavior incidents that result in a state resolution must have an incident date that overlaps the student's enrollment in the selected calendar.

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ER05: Suspension Attendance without a corresponding Resolution of SSP3: Out of School

- Student has an attendance mark that is mapped to suspension and does not have a corresponding behavior resolution of Out of School Suspension.

NOTE: Behavior resolution start and end dates and times must match the suspension attendance check in and out dates and times to the minute.

Attendance is the authoritative source for the dates/times.

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ER06: Students have a Behavior Response of Restraint or Seclusion without a corresponding State Resolution of SSP7: Restraint or SSP8: Seclusion

- Each response of restraint or seclusion must have a corresponding state resolution of restraint or seclusion.

- An incident can have multiple responses; each individual response must have a corresponding resolution.

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ER07: IAES State Resolution exceeds Maximum Length of 45 days

- Interim Alternative Education Setting (IAES) resolutions cannot exceed 45 **school** days.

- These resolutions are only valid for students with an IEP – Individual Education Plan.

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WA01: Out of School Suspension (SSP3) exists outside of a Suspension Attendance

- A corresponding suspension attendance must be created for a resolution of out of school suspension.

- The resolution start/end dates/times must match to the minute of the attendance suspension start/end dates/times.

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WA02: Behavior Resolution of Restraint or Seclusion without Behavior Response

- Behavior resolutions of SSP7: Restraint or SSP8: Seclusion should have a corresponding Behavior Response of Restraint or Seclusion.

- Behavior responses will document the details of a restraint or seclusion.

- Each resolution must have a corresponding response.

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WA03: Resolution start date not within a District Enrollment

- Behavior resolution start date generally should occur within a student's enrollment within the district.

- In rare cases in which a student may withdraw before a resolution is determined, this warning can be disregarded.

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Safe Schools Detail Review - Events

- Review outliers of the data output in the Excel file.

- Filter on Arrest = 1 and review corresponding State Event Code Mapping data to ensure the arrest is attached to a relevant behavior event. For example, an arrest would unlikely be relevant with a No State Violation event.

- Filter State Event Code for Assault violations and ensure grade level of student assigned an assault violation is relevant. For example, a student in grade KG with an assault violation.

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Safe Schools Detail Review - SubReports

- Filter SubReport = Weapons – review the data for accuracy
- Filter SubReport = Tobacco – ensure Drug Type selections are all tobacco or nicotine selections
- Filter SubReport = Alcohol - ensure Drug Type selections are all alcohol selections
- Filter SubReport = Drugs - ensure Drug Type selections are all drug selections and not tobacco, nicotine or alcohol selections

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Safe Schools Detail Review - Resolutions

- Ensure restraint and seclusion Resolution Length are an appropriate length.

- Filter SSP2: Expulsion, without services to ensure this resolution is not assigned to any student with an IEP.

- Ensure there are no records of SSP5: Corporal Punishment if this is not allowed according to board policy.

- Check Resolution Lengths for Expulsion resolutions – the length can be up to one year or 175 days.

- Review SSP3: Out of School Suspensions greater than 10 days.

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Resolution Length

- Use the resolution length column of data to review total length of time a student with disabilities has been removed due to disciplinary events.

- The allowable 10-day removal considers In-School and In-District Removals and Out of School Suspensions.

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Safe Schools Aggregate Reports

- Schools and districts can generate the aggregate report option to obtain counts by school or district to verify accuracy of the Safe School data.

- Schools and districts can also use the aggregate report option to verify the safe school data as it will display on the 2023-2024 School Report Card.

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KDE Guidance Document for Expulsion

- [Expulsion Guidance including Carryover Expulsions](#)
  - Includes Links to Resources and Regulatory References
  - Provides Details of Eligibility for Attendance Adjustment
  - Entry of Behavior Resolution
  - Entry and Set-up of Expulsion Attendance
  - Entry and Set-up of Expulsion Attendance in Cases of Carryover -
    - To another school
    - To another district
    - To another school year

Document distributed to District Safe Schools Administrators and posted on KDE's Safe Schools Data Collection and Reporting [website](#).

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Data Uses

- Data is publicly reported on the [School Report Card](#) annually.

- Data provided to *The Kentucky Center for School Safety* and the *Office of Education Accountability within the Legislative Research Commission* annually as required by KRS 158.444.

- Federal reporting of discipline and removals of students with disabilities. Specifically, expulsions and removal/suspensions.

- Federal reporting of behavior incidents involving weapons.

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2023-2024 Reporting Timeline

- **May 7 – June 28**: Schools and districts should generate error/warning report for Safe Schools; work to resolve all errors and review warnings; generate .csv file verifying accuracy of data produced

- **June 28**: Superintendent and Director of Special Education verification of data accuracy required.

- **July 1**: KDE extracts the Safe Schools Report

- **July 7**: Districts must review the Safe Schools report (extract type: Aggregate District Level and Aggregate School Level) to review data as it will be displayed on the 2023-2024 School Report Card.
    - NOTE: This will be a different process than previous years due to the change in School Report Card vendor for 2023-2024.

- **August 5**: District and school review of aggregate Safe Schools data must be complete and approved.

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