



Behavior Data Entry

Example

**Office of Continuous Improvement and Support
Office of Special Education and Early Learning
Kentucky Department of Education**

Data Entry – How do we do this?

- ▶ Some behavior events that happen are simple and straight forward to put into Infinite Campus (IC).
- ▶ Others are not. Quite frequently, we have events that are very complicated.
- ▶ Let's look at an example of a complicated incident with multiple events and resolutions.



Data Entry – Fight Example

- ▶ There is a fight in the hallway one morning between Student 1 and Student 2 (both boys). They are fighting because Student 1 brought in alcohol, and Student 2 brought in marijuana. Each thought they were supposed to bring in the other. The School Resource Officer (SRO) is the first staff member on the scene, and he restrains Student 1 to help end the fight. Student 2 immediately calmed down as soon as the SRO showed up and was not restrained.
- ▶ Student 3 (a girl) is injured during the fight.



Data Entry – Fight Example, *continued*

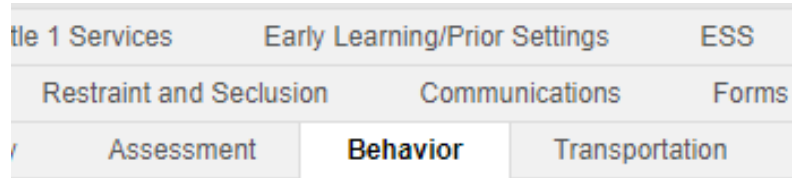
- ▶ Both students are assigned to the SAFE room the rest of the day and are then suspended for 3 days because of the fight.
- ▶ This was Student 1's third fight of the school year, so he was assigned to 5 days at the alternative program BEAR Academy in addition to the suspension. He was assigned an additional 5 days in BEAR Academy for bringing in alcohol on school campus.
- ▶ Student 2 was assigned two weeks (10 days) to BEAR Academy for bringing in marijuana on school campus.



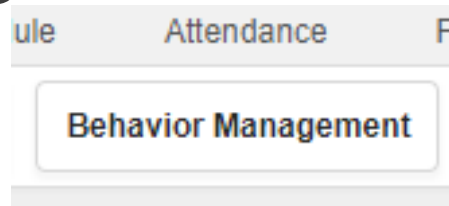


Data Entry – Behavior Tab

- ▶ Begin by looking up a student – be sure it's in the right year and the correct school.
- ▶ Choose the Behavior tab.



- ▶ Choose Behavior Management.



- ▶ Choose New.

Behavior Management



Data Entry – Recording the Incident

- ▶ Fill in the details of the incident, being sure to leave out names.



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: 33486	Status In-Progress ▼	Submitted Date: 02/14/2020 01:52 PM
	Submitted By: Administrator, System ▼	
*Alignment Discipline ▼	Title Physical Altercation	
*Date of Incident 02/14/2020	*Time of Incident 08:47 AM	Damages \$ 0.00
*Context SS: School Sponsored Event, during school hours ▼		Context Description
*Behavior Event Location SSL3: Hallway/Stairwell ▼		Location Description

Details
Student 1 and Student 2 had a physical altercation in the hallway outside of the gym. They had an agreement to bring beer/weed to the school to use in the gym. Student 1 thought he was supposed to bring in beer, and Student 2 was supposed to bring in weed, so they each brought in what they thought they were supposed to bring. Our SRO discovered it in their respective backpacks later. According to witnesses, Student 1 punched Student 2 in the face, and Student 2 punched him back, and then they grabbed at one another. Student 3, who was not involved in the altercation, was slammed against the wall and received a bruise. A staff member restrained Student 1 while breaking up the fight, as Student 1 would not stop punching. Student 2 calmed down as soon as staff arrived.

- Modified by: Administrator, System 02/14/2020 14:01

Data Entry – Adding the Event(s)

- ▶ Now that you've added the overall incident, you must add the event or events that occurred. Click "Add Event/Participant".



Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Add Event/Participant

Add Resolution

Add Behavior Response

Data Entry – Recording the Event

- ▶ Fill in the details of the event.

Event and Participant Details ✕

Event Details

***Event Type:**
N15: Fighting - Student to Student (physical aggression) ▼

Event ID: 33891

Demerits: 0 State Code: N15: Fighting - Student to Student (physical aggression)

Call Police Violence Indicator School Resource Officer Gang Related

Court Designated Worker

Participant Type
▼

- Modified by: Administrator, System 02/14/2020 14:00



Data Entry – Adding the Participant(s)

- ▶ Now that you've added an event, you must add the participant(s) involved in that event.



Participant(s) Details

Add Participant

Filter: ▼

Student Name or Complete Student Number:

Data Entry – Recording the Participants



[Redacted] (Uncheck to exclude participant.) Display on Portal

Role: Offender ▼ Demerits: 0 *Relationship to School: 1: Current Student ▼

Injury: 1: No Injury ▼ Injury Description: [Empty] Medical Service Provided:

Details:
Student 1 (this student) punched Student 2 in the face, starting a fight over what they were supposed to bring to school. Student 1 brought beer, and Student 2 brought weed. Student 1 was restrained during the fight, as he kept punching Student 2. The fight occurred in the hallway outside of the gym.

Arrest: Charges: Civil Proceedings:

Data Entry – Recording the Participants



(Uncheck to exclude participant.) Display on Portal

Role: Offender ▼ Demerits: 0 *Relationship to School: 1: Current Student ▼

Injury: 1: No Injury ▼ Injury Description: Medical Service Provided:

Details:
Student 1 punched Student 2 (this student) in the face, starting a fight over what they were supposed to bring to school. Student 1 brought beer, and Student 2 brought weed. The fight occurred in the hallway outside of the gym.

Arrest: Charges: Civil Proceedings:

Data Entry – Recording the Participants



(Uncheck to exclude participant.) Display on Portal

Role: Demerits: *Relationship to School:

Injury: Injury Description: Medical Service Provided:

Details:

Student 3 (this student) was in the hallway outside of the gym when a fight broke out between Student 1 and Student 2. Student 3 was slammed against the wall and received a bruise. The school nurse put ice on her back, and she went back to class. No further medical attention was needed.

Arrest: Charges: Civil Proceedings:

Data Entry – Adding the Resolution(s)

- ▶ Now that you've added the participant(s), you must add the resolution that occurred to each participant because of the event.

Add Event/Participant

Add Resolution

Add Behavior Response



Data Entry – Adding the Resolution(s) – Student 1



Resolution Details

*Resolution Type:

SSP7: Restraint ▼

Resolution ID: 45342

State Code: SSP7: Restraint

Category: Minor

*Resolution Assign Date:

02/17/2020 📅

Resolution Start Date:

02/14/2020 📅

Resolution Start Time:

08:47 AM

Resolution End Date:

02/14/2020 📅

Resolution End Time:

08:49 AM

Duration in School Days:

Behavior Admin Staff Name

▼

Details:

Student 1 was restrained by SRO during the fight with Student 2.

Data Entry – Adding the Resolution(s)

Student 1

- ▶ When you add a resolution SSP7 (Restraint) or SSP8 (Seclusion), you must add the behavior response and fill it out completely, for each behavior response.

Add Event/Participant

Add Resolution

Add Behavior Response



Data Entry – Adding the Response(s) – Student 1



Response Details			
*Response Type BR06: Standing position restraint			Complete <input checked="" type="checkbox"/>
Response Date 02/14/2020	*Response Start Time 08:47 AM	*Response End Time 08:49 AM	Duration 2 mins
Pre-Response Interventions:			
x PRI17: Provide warning and correction			
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.)			
SRO noticed a crowd gathering in front of the gym and told students to move on to class. He then saw Student 1 and Student 2 fighting. SRO informed them to stop, but they did not. SRO and another staff member Mr. Blue goes to assist with separating students. SRO and Mr. Blue tried to stop the fight by trying to separate by stepping in between. Student 2 stopped immediately, but Student 1 continued to punch Student 2 in face. Ms. Pink observed.			
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.)			
SRO and Mr. Blue tried to stop the fight by trying to separate by stepping in between, but this did not work for Student 1. SRO put Student 1 in upper torso but he escaped the hold. SRO put Student 1 in a bear hug and moved him through the crowd to the security office. Ms. Pink observed and watched the time.			

Data Entry – Adding the Response(s), continued – Student 1



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.)

Student 2 immediately calmed and walked with Mr. Blue to the SAFE room. SRO brought Student 1 into the security office, which is next to the gym, where he calmed down and was then taken to the SAFE room. Principal called parents of both students to inform them of the fight and Student 1's mother of the restraint used.

Room:

- Modified by: Administrator, System 02/19/2020 10:35

Student Details

Student was injured during the response

Guardian Contacted

*Date

02/19/2020

*Time

09:00 AM

Contact Name

Mother

Details

Ms. Pink contacted the mother of Student 1 to inform her of the fight and restraint that was used.

Data Entry – Adding the Response(s), continued – Student 1



Participant(s) Details

Only participants in the response should be added to this section. Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

<u>Name</u>	<u>Role</u>	
<input checked="" type="checkbox"/> [Redacted Name]	S1: Staff Secondary ▼	<input type="checkbox"/> Participant was injured during the response
<input checked="" type="checkbox"/> [Redacted Name]	P3: SRO Primary/Lead ▼	<input type="checkbox"/> Participant was injured during the response
<input checked="" type="checkbox"/> [Redacted Name]	O1: Staff Observer ▼	<input type="checkbox"/> Participant was injured during the response

Add Participant

Filter: School Employees ▼

Participant Name:

Data Entry – Adding the Resolution(s) – Student 1



Resolution Details

*Resolution Type:

IN-HOUSE SUSPENSION ▼

Resolution ID: 45343

State Code: INSR: In-School Removal

Category: Minor

*Resolution Assign Date:

Resolution Start Date:

Resolution Start Time:

Resolution End Date:

Resolution End Time:

02/17/2020 📅

02/14/2020 📅

08:50 AM

02/14/2020 📅

03:30 PM

Duration in School Days:

Behavior Admin Staff Name

▼

Details:

Student 1 spent the rest of the day after the fight in the SAFE room.

Data Entry – Adding the Resolution(s) – Student 1



Resolution Details

*Resolution Type:

SSP3: Out of School Suspension ▼

Resolution ID: 45340

State Code: SSP3: Out of School Suspension

Category: Minor

*Resolution Assign Date:

02/14/2020 📅

*Resolution Start Date:

02/17/2020 📅

Resolution Start Time:

08:30 AM

*Resolution End Date:

02/19/2020 📅

Resolution End Time:

03:30 PM

*Duration in School Days:

3.00

Behavior Admin Staff Name

▼

Details:

Student was assigned 3 days of out of school suspension for physical altercation, per board policy.

Data Entry – Adding the Resolution(s) – Student 1



Resolution Details

*Resolution Type:

IN-HOUSE SUSPENSION ▼

Resolution ID: 45344

State Code: INSR: In-School Removal

Category: Minor

*Resolution Assign Date: Resolution Start Date: Resolution Start Time: Resolution End Date: Resolution End Time:

02/17/2020 📅

02/20/2020 📅

08:30 AM

02/26/2020 📅

03:30 PM

Duration in School Days:

Behavior Admin Staff Name

▼

Details:

Because this student had been in three fights this school year, he was assigned 5 days in the alternative program within the district, BEAR Academy.

Data Entry – Adding the Resolution(s) – Student 2



Resolution Details

*Resolution Type:

IN-HOUSE SUSPENSION ▼

Resolution ID: 45339

State Code: INSR: In-School Removal

Category: Minor

*Resolution Assign Date:

Resolution Start Date:

Resolution Start Time:

Resolution End Date:

Resolution End Time:

02/14/2020 📅

02/14/2020 📅

08:48 AM

02/14/2020 📅

03:30 PM

Duration in School Days:

Behavior Admin Staff Name

▼

Details:

Student 2 was assigned in-school suspension for the rest of the day after the altercation.

Data Entry – Adding the Resolution(s) – Student 2



Resolution Details

*Resolution Type:
SSP3: Out of School Suspension ▼

Resolution ID: 45341

State Code: SSP3: Out of School Suspension Category: Minor

*Resolution Assign Date: 02/14/2020 📅 *Resolution Start Date: 02/17/2020 📅 Resolution Start Time: 08:30 AM *Resolution End Date: 02/19/2020 📅 Resolution End Time: 03:30 PM

*Duration in School Days:
3.00

Behavior Admin Staff Name
▼

Details:
Student was assigned 3 days of out of school suspension for physical altercation, per board policy.

Data Entry – Are we finished?

- ▶ Think back to what happened. There was a fight, a restraint, an injury to a witness, assignments to in-school suspension, out-of-school suspension, and an alternative program.
- ▶ Is that all that happened in this example?
 - No, because there were multiple events. The boys brought in alcohol and marijuana.



Data Entry – Adding Multiple Event(s) – Student 1



Event Details

*Event Type:
A02: Alcohol Possession

Event ID: 33892

Demerits: 0 State Code: A02: Alcohol Possession

Call Police Violence Indicator School Resource Officer Gang Related

Court Designated Worker

Participant Type

- Modified by: Administrator, System 02/19/2020 13:58

Participant(s) Details

<input type="checkbox"/>	██████████ (Check to include participant.)	<input type="checkbox"/>	Display on Portal	Show Details
<input checked="" type="checkbox"/>	██████████ (Uncheck to exclude participant.)	<input type="checkbox"/>	Display on Portal	Show Details
<input type="checkbox"/>	██████████ (Check to include participant.)	<input type="checkbox"/>	Display on Portal	Show Details

Data Entry – Adding Multiple Event(s) – Student 1



Participant(s) Details

[Redacted] (Check to include participant.) Show Details

[Redacted] (Uncheck to exclude participant.) Display on Portal Hide Details

Role: Offender ▼ Demerits: 0 *Relationship to School: 1: Current Student ▼

Injury: 1: No Injury ▼ Injury Description: Medical Service Provided:

Details:
Student 1 brought in beer to share with Student 2. The plan was to drink it in the gym. SRO discovered the beer in Student 1's backpack after the fight with Student 2.

Arrest: Charges: Civil Proceedings:

*Drug Type: 01: Alcohol ▼ Drug Description: Beer

Add

Data Entry – Adding Multiple Resolution(s) – Student 1



Resolution Details

*Resolution Type:

IN-HOUSE SUSPENSION ▼

Resolution ID: 45345

State Code: INSR: In-School Removal

Category: Minor

*Resolution Assign Date:

Resolution Start Date:

Resolution Start Time:

Resolution End Date:

Resolution End Time:

02/19/2020 📅

02/27/2020 📅

08:30 AM

03/04/2020 📅

03:30 PM

Duration in School Days:

4.92

Behavior Admin Staff Name

Details:

This student was assigned an additional 5 days of the alternative program, BEAR Academy, due to bringing in alcohol on school property.

Data Entry – Adding Multiple Event(s) – Student 2



Event Details

***Event Type:**
D02: Drug Possession ▼

Event ID: 33893

Demerits: 0 State Code: D02: Drug Possession

Call Police Violence Indicator School Resource Officer Gang Related

Court Designated Worker

Participant Type
▼

- Modified by: Administrator, System 02/17/2020 10:48

Data Entry – Adding Multiple Event(s) – Student 2



Participant(s) Details

[Redacted] (Uncheck to exclude participant.) Display on Portal

Role: Offender Demerits: 0 *Relationship to School: 1: Current Student

Injury: 1: No Injury Injury Description: Medical Service Provided:

Details:
Student 2 brought in weed to share with Student 1. The plan was to smoke it in the gym. The SRO discovered the weed in the backpack of Student 2 after the fight with Student 1 and 2.

Arrest: Charges: Civil Proceedings:

*Drug Type: 09: Marijuana/Hashish Drug Description: Weed - bag of two joints.

Data Entry – Adding Multiple Resolution(s) – Student 2



Resolution Details

*Resolution Type:
IN-HOUSE SUSPENSION ▼

Resolution ID: 45346

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

*Resolution Assign Date: Resolution Start Date: Resolution Start Time: Resolution End Date: Resolution End Time:
02/19/2020 [calendar] 02/20/2020 [calendar] 08:30 AM 03/04/2020 [calendar] 03:30 PM

Duration in School Days:
9.92

Behavior Admin Staff Name
▼

Details:
This student was assigned two weeks in the alternative program, BEAR Academy, due to bringing in marijuana.

Data Entry – It's Messy!

▶ Here is what this incident looks like in IC:



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: 33486

Status: Complete

Submitted Date: 02/14/2020 01:52 PM

Submitted By: Administrator, System

*Alignment: Discipline

Title: Physical Altercation

*Date of Incident: 02/14/2020

*Time of Incident: 08:47 AM

Damages: \$ 0.00

*Context: SS: School Sponsored Event, during school hours

Context Description:

*Behavior Event Location: SSL3: Hallway/Stairwell

Location Description:

Details

Student 1 and Student 2 had a physical altercation in the hallway outside of the gym. They had an agreement to bring beer/weed to the school to use in the gym. Student 1 thought he was supposed to bring in beer, and Student 2 was supposed to bring in weed, so they each brought in what they thought they were supposed to bring. Our SRO discovered it in their respective backpacks later. According to witnesses, Student 1 punched Student 2 in the face, and Student 2 punched him back, and then they grabbed at one another. Student 3, who was not involved in the altercation, was slammed against the wall and received a bruise. A staff member restrained Student 1 while breaking up the fight, as Student 1 would not stop punching. Student 2 calmed down as soon as staff arrived.

Number of Victims

Students: 1

Data Entry – It's Messy!

► Here are the events and resolutions:



Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab. [Review Participants](#)

- Folder: Fighting - Student to Student (physical aggression) (Event ID: 33891)
 - Participant: [Redacted] - Offender
 - Standing position restraint (Response ID: 30) - Complete
 - Out of School Suspension (Resolution ID: 45340)
 - Restraint (Resolution ID: 45342)
 - IN-HOUSE SUSPENSION (Resolution ID: 45343)
 - IN-HOUSE SUSPENSION (Resolution ID: 45344)
 - Participant: [Redacted] - Offender
 - IN-HOUSE SUSPENSION (Resolution ID: 45339)
 - Out of School Suspension (Resolution ID: 45341)
 - Participant: [Redacted] - Victim
- Folder: Alcohol Possession (Event ID: 33892)
 - Participant: [Redacted] - Offender
 - IN-HOUSE SUSPENSION (Resolution ID: 45345)
- Folder: Drug Possession (Event ID: 33893)
 - Participant: [Redacted] - Offender
 - IN-HOUSE SUSPENSION (Resolution ID: 45346)

Add Event/Participant | Add Resolution | Add Behavior Response

Resources

- ▶ [Kentucky Department of Education Behavior Data Standards](#)
- ▶ [The Office of Special Education and Early Learning Webcast: Discipline Procedures for Students with Disabilities](#)
- ▶ [KDE Safe Schools Data Collection and Reporting website](#)

