

# Behavior

15-16

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Computer Education Support

**Important JCPS Policy:** JCPSNet Employer Acceptable Use Policy state, "Employees will NOT share access to their JCPSNet account or use another person's account." Never share your user name/password with anyone.

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## **Resources and Materials for Safe Schools Reporting**

### Student Due Process Office

**Director:** Jackie Wisman

**Assistant Director:** Kenny Mingus

**Assistant Director:** Benjamin White

LAM Building  
4309 Bishop Lane  
Louisville, KY 40218  
502-485-3335

#### **Refer questions about:**

- Behavior Events
- Suspensions
- Safe Schools Report

#### **Check JCPS On-Line Behavior Course *Links and Resources* for:**

JCPS/KDE Codes and Range of Corrective Strategies (also listed at the end of this manual.)

- Code of Acceptable Behavior and Discipline
- Safe and Drug-Free Schools website

#### **New for 15-16 School Year:**

JCPS is now tracking witnesses/victims/support to another student's behavior event. See Unit 1 for directions on how to document.

## Unit 1 – Behavior Incidents, Events and Resolutions

### Steps for Creating a Behavior Record

Navigate to **Index > Behavior > Behavior Management**.

**Note:** Even if you enter the Behavior Management tool through a student's record, he/she isn't connected to the event until you **Add Event/Participant** (Step 10).

1. Click **New**.

### Incident Detail Information

2. *Status:* In Progress. (Status should be changed to **Complete** by an administrator after all data has been entered.)
3. *Submitted By:* Select the person who made the original report.
4. *Alignment:* Leave **Discipline** selected.
5. *Title:* Enter a brief description.
6. *Date of Incident:* Change date, if necessary.
7. *Time of Incident:* Change to the time the incident occurred.

(No entries necessary for **Damages, Context Description, Location Description, and Details**.)

8. *Context:* Defaults to SS: School Sponsored Event, during school hours; change if needed.
9. *Behavior Event Location:* Choose from the drop-down list indicating where the incident occurred.
10. Click **Save**. (Once saved, the **Incident** will appear in the table at top of the screen.)
11. Click on the name of the incident and click **Add Event/Participation** located at bottom of the Behavior Management screen.

**Behavior Management**

Save Delete New

**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.

Status: In Progress  
Submitted Date: [Dropdown]  
Submitted By: [Dropdown]  
Title: [Text Field]  
Discipline: [Dropdown]  
Date of Incident: 10/14/2014  
Time of Incident: 12:11 PM  
Damage: \$ [Text Field]  
Context: SS: School Sponsored Event, during school hours  
Behavior Event Location: SSL1: Classroom  
Context Description: [Text Field]  
Location Description: [Text Field]  
Details: [Text Field]

**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

## Event and Participant Details

12. *Event Type:* Choose Event Type. Event Type is aligned with the *Code of Acceptable Behavior and Discipline*.
13. When appropriate, click check boxes (Call Police, Gang Related, Arrest, and/or School Resource Officer) concerning the violation.

(No entries necessary for **Violence Indicator**, **Civil Proceedings** and **Charges**.)

14. The **Law Violation** and **Board Violation** is only necessary if student receives suspension or ISAP.

(No entry necessary for **Participant Type**.)

15. *The event required the use of a Behavior Response:* Check this box if Restraint and Seclusion was used. See section on Restraint and Seclusion for more information.

**Behavior Management**

Save Delete New

**Event and Participant Details**

**Event Details**

\*Event Type: 1010: 03B Failure to Obey Staff (12)

Event ID: 762083

Demerits: 0 State Code: 03: No Violation Category: Minor

Call Police (13) Arrest Violence Indicator School Resource Officer

Gang Related (13) Civil Proceedings (X) Charges (X)

Law Violation: Select a Value

Board Violation: 1010: Failure to follow staff instructions (14)

Participant Type (X)

(15)  This event required the use of a Behavior Response

Check this box if Restraint and Seclusion was used. (See Restraint and Seclusion directions beginning on page 4.)

**Participant(s) Details**

**Add Participant**

Filter: Students (16) Student Name or Complete Student Number: Smith (17) Search (18)

Alice R Smith (Gender: F Grade: 08 Age: 13 #: 54612) (19)

Barbara J Smith (Gender: F Grade: 06 Age: ...)

Save (20) Close

Numbers must match

## Participant(s) Details

16. *Filter:* Leave **Students** selected.
17. **Student Name or Complete Student Number:** Enter student's name.
18. Click **Search**.
19. Select **Student** from the search results.
20. Click **Save**.

## Resolution Details

21. Click **Add Resolution** located at bottom of the Behavior Management screen.
22. Select **Resolution Type** from the drop-down list.
23. *Resolution Assign Date:* Enter date the administrator informed student of the consequences for his/her actions.
24. *Resolution Start Date:* Enter date the resolution begins. (Suspension Resolutions never start on the same school day as the event. Suspensions start the next school day.)
25. *Resolution Start Time:* Enter time the resolution starts. (Suspension Resolutions always start when the school day starts. Most middle/high schools usually start at 7:40 and elementary school usually begins at 9:05.)
26. *Resolution End Date:* Enter date the resolution will finish.
27. *Resolution End Time:* Enter time the resolution will finish.
28. *Duration in School Days:* Enter the number of suspension days when student receives an SSP3.
29. *Behavior Admin Staff Name:* Choose administrator who dealt with behavior incident.
30. *Details:* Resolution Details is the only Details box that needs information. Enter details for the resolution, for example, including the day the student may return to school or ride the bus again.
31. *Apply To:* Check name(s) of student(s) receiving this resolution.
32. Click **Save**.

The screenshot shows the 'Add Resolution' form with the following fields and callouts:

- 22: \*Resolution Type (dropdown)
- 23: \*Resolution Assign Date (calendar)
- 24: Resolution Start Date (calendar)
- 25: Resolution Start Time (time picker)
- 26: Resolution End Date (calendar)
- 27: Resolution End Time (time picker)
- 28: Duration in School Days (text input)
- 29: Behavior Admin Staff Name (dropdown)
- 30: Details (text area containing the text: "Resolution Details is the only Details box that needs information.")
- 31: \*Apply To (checkboxes for "03B Other" and "Other")
- 32: Save and Close buttons

### Per KDE Requirements:

If you have a resolution of **SSP7** or **SSP8 (Restraint or Seclusion)** you must enter "Response Details" by checking the box **"This event required the use of a behavior response."**

If you use both **Restraint AND Seclusion** for the same incident, the Restraint and the Seclusion resolution and related response details **are required**.

See Appendix **KDE Behavior (Safe Schools) Data Entry Standards**, page 7-12 at the end of this manual.

**Note:** All date and time fields must be completed for SSP3 and ISAP.

Status should be changed to **Complete** by an administrator after all data has been entered.

The screenshot shows the 'Incident Detail Information' form with the following fields and callouts:

- Status: In Progress (dropdown menu with 'Complete' highlighted by a red arrow)
- Submitted Date: (text input)
- Submitted By: (text input)
- \*Alignment: Discipline (dropdown)
- \*Date of Incident: 05/13/2015 (calendar)
- \*Time of Incident: 12:38 PM (time picker)
- \*Context: SS: School Sponsored Event, during school hours (dropdown)
- \*Behavior Event Location: SSL1: Classroom (dropdown)
- Details: (text area)
- Damages: \$ (text input)
- Context Description: (text input)
- Location Description: (text input)

## Change/Delete a Behavior Event

1. Select student's name and navigate to **Index > Student Information > General > Behavior** tab.
2. Click + sign (to expand) next to Calendar.
3. Click [blue] **Event** title link to access the **Incident Detail** screen.
4. Click [blue] **Incident ID** link to open the behavior incident.
5. Make corrections, click **Save**.

Behavior	Incident Detail
14-15 (1 Incident(s), 1 Event(s))	<b>Incident ID:</b> <a href="#">ID 828280</a> <b>5</b>
05/04/2015 03B Failure to Ob... - In Progress	<b>Alignment:</b> Discipline
03B Failure to Obey Staff - Offender	<b>Date/Time:</b> 05/04/15 10:59 AM
Details	<b>Damages:</b> \$0.00
12-13 (1 Incident(s), 1 Event(s))	<b>Title:</b> 03B Failure to Obey Staff
11-12 (2 Incident(s), 2 Event(s))	<b>Location:</b> Classroom
	<b>Location Description:</b>
	<b>Context:</b> School Sponsored Event, during school hour
	<b>Context Description:</b>

## NEW FOR 15-16 SCHOOL YEAR

### Documenting Witness/Victim/Supports

JCPS is now tracking witnesses and victims of other student's behavior event to document support.

To document witness/victims use the same steps for *Creating a Behavior Event* by navigating to **Index > Behavior > Behavior Management** with a few differences.

1. Click **New**.

#### Incident Detail Information

2. *Status*: In Progress. (Status should be changed to **Complete** by an administrator after all data has been entered.)
3. *Submitted By*: Select the person who made the original report.
4. *Alignment*: Leave **Discipline** selected.
5. *Title*: Enter a brief description such as "Student hurt while witnessing fight." or "Student traumatized by bus riot."
6. *Date of Incident*: Change date, if necessary.
7. *Time of Incident*: Change to the time the incident occurred.

(No entries necessary for **Damages, Context Description, Location Description, and Details.**)

8. *Context*: Defaults to SS: School Sponsored Event, during school hours; change if needed.
9. *Behavior Event Location*: Choose from the drop-down list indicating where the incident occurred.
10. Click **Save**. (Once saved, the **Incident** will appear in the table at top of the screen.)
11. Click on the name of the incident and click **Add Event/Participation** located at bottom of the Behavior Management screen.

#### Event and Participant Details

1. *Event Type*: Select **998: 03B Other**. Documenting a witness/victim to a behavior event is the only time this code should be used.
2. When appropriate, click check boxes (**Call Police, Gang Related, Arrest, and/or School Resource Officer**) concerning the incident.

(No entries necessary for **Violence Indicator, Civil Proceedings, Charges, Law Violation, Board Violation, Participant Type and This event required....**)

#### Participant(s) Details

3. *Filter*: Leave **Students** selected.
4. **Student Name or Complete Student Number**: Enter student's name.
5. Click **Search**.
6. Select **Student** from the search results.
7. *Role*: Change to **Victim** or **Witness**.
8. *Demerits*: Leave at **0**.
9. *Relationship to School*: Leave at **1: Current Student**.
10. *Injury, Injury Description, and Medical Service Provided*: Complete, if applicable.
11. *Details*: Enter details of events.

12. Click **Save**.

**Participant(s) Details**

~~Display on Portal~~

7 Role: Victim Demerits: 0 8 \*Relationship to School: Current Student 9

10 Injury: 2: Minor Injury Injury Description: Student received a bruise on her hip. Medical Service Provided:

11 Details:  
Student was knocked down during a fight in the cafeteria |

**Add Participant**

Filter: Students Student Name or Complete Student Number:

12

### Resolution Details

13. Click **Add Resolution** located at bottom of the Behavior Management screen.

14. Select **Resolution Type** from the drop-down list.

Types could include:

- Refer to YSC/FRYSC/Counselor
- Letter Sent
- Phone Call
- Parent/Guardian Conference
- Peer Conflict Mediation (Restorative Practice)
- Student Conference
- Written Agreement/Plan

15. *Resolution Assign Date:* Change date, if needed.

(No entries necessary for **Resolution Start Date, Resolution Start Time, Resolution End Date, Resolution End Time, Duration in School Days**)

16. *Behavior Admin Staff Name:* Choose administrator.

17. *Details:* More specifics if needed. Further explain services/supports student receiving.

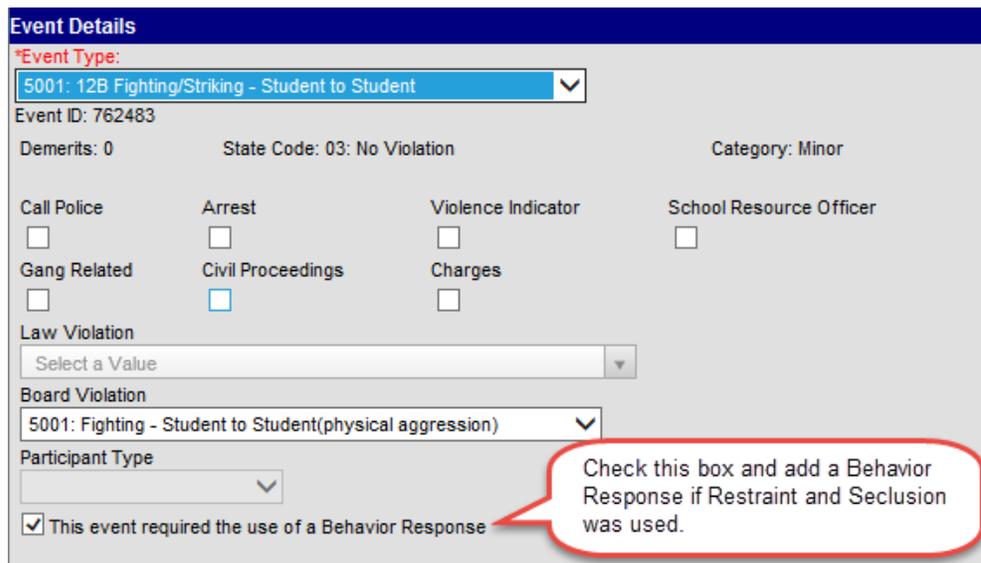
18. *Apply To:* Check name(s) of student(s) receiving this resolution.

19. Click **Save**.

## Restraint and Seclusion

According to 704 KAR 7:160 schools must document in Infinite Campus when Restraint and Seclusion is used.

In addition to documenting Restraint and Seclusion in Infinite Campus, the electronic [Restraint and Seclusion Incident Report](#) on JCPS' webpage must be completed too. It is for a staff member's protection and must be done by the end of the day that a restraint or seclusion has occurred. It is designed to give an accurate account of the restraint or seclusion event by all parties involved. Once all parties sign off on the report, the report cannot be modified, therefore protecting the person or persons who conducted the restraint or seclusion. The report is designed to be completed in under two minutes and replaces the old paper SBRT form that JCPS required.



**Event Details**

\*Event Type:  
5001: 12B Fighting/Striking - Student to Student

Event ID: 762483

Demerits: 0      State Code: 03: No Violation      Category: Minor

Call Police       Arrest       Violence Indicator       School Resource Officer

Gang Related       Civil Proceedings       Charges

Law Violation  
Select a Value

Board Violation  
5001: Fighting - Student to Student(physical aggression)

Participant Type  
▼

This event required the use of a Behavior Response

Check this box and add a Behavior Response if Restraint and Seclusion was used.

### Per KDE Requirements:

If you have a resolution of **SSP7** or **SSP8 (Restraint or Seclusion)** you must enter "Response Details" by checking the box "**This event required the use of a behavior response.**"

If you use both **Restraint AND Seclusion** for the same incident, the Restraint and the Seclusion resolution and related response details **are required.**

See Appendix **KDE Behavior (Safe Schools) Data Entry Standards**, page 7-12 at the end of this manual.

### Response Details

1. *Response Type:* Select the appropriate response type.
2. *Response Date:* Defaults to the date of the incident.
3. *Response Start Time:* Enter the time the restraint started. The start time of the response must be after the start time of the behavior incident.
4. *Response End Time:* Enter the time the restraint ended.
5. *Pre-Response Interventions:* Select all appropriate pre-response(s) used.
6. *Pre-Response Actions (Instructions are part of the screen)* For example: Student was in a small group and teacher asked to go to the large group.

7. *Response Details:* (Instructions are part of screen.) For example: Student calmed down after restraint.
8. *Post-Response Actions:* (Instructions are part of screen.) For example: Debriefed with student. Made parent contact. Entered on restraint and seclusion website.
9. *Room:* Enter the room where the response occurred.

**Add Response** [X]

**Response Details**

\*Response Type: [1] \_\_\_\_\_

Response Date: 08/19/20 [2]      \*Response Start: [3] \_\_\_\_\_      \*Response End: [4] \_\_\_\_\_

Complete       Duration: \_\_\_\_\_

**Pre-Response Interventions:**

Select Values: [5] \_\_\_\_\_

**Pre-Response Actions:** (For Restraint or Seclusion, document an account of the actions, by the involved 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.) [6]

**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.) [7]

**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.) [8]

Room: [9] \_\_\_\_\_

**Click **Complete** when the behavior response is complete: Parents/ guardians have been contacted, staff have completed reaction to the event, etc.**

**Student Details**

10. *Student was injured during response:* Check only if injuries occurred as part of the response. If no injury occurred skip to Step 14.
11. *Describe any injuries to the student:* Enter details of injury.
12. *Injury Severity:* Select appropriate Injury Severity from drop-down list.
13. *Apply to:* Verify the correct student is selected.
14. *Guardian Contacted:* Check this box.
15. *Date:* Enter date the guardian was contacted.
16. *Time:* Enter time the guardian was contacted.
17. *Contact Name:* Enter the name of the person contacted.
18. *Details:* Enter details. Example: Called home and spoke to Grandma.

The screenshot shows a web form titled "Student Details" with a blue header. The form contains several fields and checkboxes, each marked with a red circle and a number corresponding to the instructions above.   
10: A checkbox labeled "Student was injured during the response" is checked.   
11: A large text area for describing injuries is empty.   
12: A dropdown menu for "Injury Severity" is open, showing "12B Fighting/Striking - Student to Student".   
13: A radio button for "Apply to" is selected.   
14: A checkbox labeled "Guardian Contacted" is checked.   
15: A date field contains "08/19/2014".   
16: A time field is empty.   
17: A text field for "Contact Name" is empty.   
18: A large text area for "Details" is empty.

## Participant Details

19. **Participant Name:** Enter participant's (staff) name.
20. Click **Search**.
21. Select **Staff** from the search results.
22. **Role:** Select the type of position the staff had in the response.
23. **Participant was injured during the response:** Check box if staff was injured.
24. **Describe any injuries to the participant:** When the above check box is marked, the comment field displays. Details entered here should reflect the injuries the staff person experienced.
25. **Injury Severity:** Make selection from drop-down list.
26. Click **Save**.

**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.

Name	Role
<input checked="" type="checkbox"/> [Name]	<ul style="list-style-type: none"> <li>1: Staff Primary/Lead</li> <li>2: Other Primary/Lead</li> <li>P3: SRO Primary/Lead</li> <li>P4: Student Primary/Lead</li> <li>S1: Staff Secondary</li> <li>S2: Other Secondary</li> <li>S3: SRO Secondary</li> <li>S4: Student Secondary</li> <li>O1: Staff Observer</li> <li>O2: Other Observer</li> <li>O3: SRO Observer</li> <li>O4: Student Observer</li> </ul>

Participant was injured during the response

Describe any injuries to the participant.

Injury Severity

**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.

Name	Role

**Add Participant**

Filter: School Employees

Participant: [Name] Search

Save

**Add Resolution - Follow instructions on page 3 of this manual.**

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## Important Behavior Reminders

- Be careful when entering dates for a resolution since it is easy to key the wrong year.
- Suspension Resolutions always start when the school day starts. For most middle/high schools this is 7:40 and elementary school usually begins at 9:05.
- Suspension Resolutions never start on the same school day as the event. Suspension starts the next school day.
- Resolution Dates must occur within the student's enrollment dates.
- Call the Student Due Process to receive specific instructions if you have a student attending school during an appealed suspension.
- Students cannot carry over suspensions from one year to the next.
- A Withdrawal Date and the last day of suspension can be the same date.
- The 998 Event Code should be only be used to document victim/witness.
- Safe Schools Report should be run weekly for middle/high schools and monthly for elementary schools.

### Required Behavior Entries

- Out of School Suspension (SSP3)
- Bus Privileges – one way
- Bus Privileges – both ways
- Full Day ISAP
- Partial Day ISAP
- Every bullying incident – no matter the consequence.

## Unit 2 – Behavior Letters

Auditors verify a copy of the signed original suspension letter is on file for each suspension. If suspension dates are changed, both behavior and attendance records need to be corrected.

Behavior Letters can be generated in one of two methods:

- JCPS Discipline Letters (JCPS recommends this method for most cases)
- Behavior Letter Wizard

When generating letters, please be sure to select the correct letter. Options include: General Discipline Letter, SSP3 Local Suspension and SSP3 District Level. If unsure, contact Computer Education Support at 485-3010 or Student Due Process for assistance at 485-3335.

### JCPS Discipline Letters

Most users generate behavior letters using this report. When generating letters, please be sure to select the correct letter. Options include: General Discipline, Local Suspension or District Suspension. Contact the Student Due Process office for assistance at 485-3335 if not sure which letter to use.

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If you see this report under **Behavior > Reports** but receive an error similar to the following: "The permissions granted to user....." submit a Self Service HEAT ticket or call 3552.

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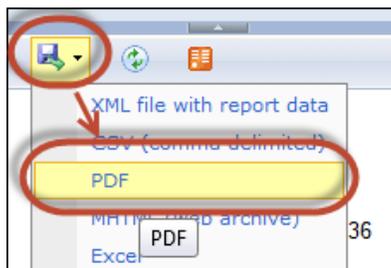
1. Navigate to **Index > Behavior > Reports > JCPS Discipline Letters**.
2. *School:* Select school.
3. *Event Date:* Enter date event took place.
4. *Resolution Name:* Select the appropriate **Resolution** or click **Select All**.
5. *Student:* Select the student whose letter you will generate or click **Select All** to generate letters for all students with an incident on the selected date.
6. *Letter:* Select the appropriate letter - General Discipline, Local Suspension or District Suspension.

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**Important:** It is extremely important to select the correct **Letter Format**.

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7. To print the letter, click **disk with green arrow** and select **PDF**.



**General Discipline Letter Example:**

Dear Parent/Guardian of Ricky Martin

This is to inform you that Ricky was in conference with a school administrator for the following:

Event: 12B Fighting/Striking - Student to Student  
 Staff: Farrell, William  
 Resolution: Phone Call  
 Start Date: 5/1/2014 End Date:  
 Please contact me at (502)485-8304 if you have questions/concerns.

Sincerely,

**Local Suspension Letter Example:**

Dear Parent/Guardian of Jonathan Smith

Jonathan has been suspended from school under Jefferson County Public Schools Code of Acceptable Behavior and Discipline for the following reason:

Event: 12B Fighting/Striking - Student to Student  
 Staff: Jones, Bradley  
 Resolution: SSP3 Out of School Suspension  
 Total Days Suspended: 3  
 Start Date: 5/4/2014 End Date: 5/7/2014 2:20:00 PM

Students who are suspended from school are not permitted to participate in or attend any school activities during the period of suspension. This includes activities such as dances and any athletics.

Jonathan is expected to meet with the suspending administrator when returning to school after the end date listed above. You may contact the school ((502)485-8304) should you have any questions regarding this matter.

Sincerely,

Administrator

**Behavior Letter Wizard (Use JCPS Discipline Letter for District Suspension)**

1. Navigate to **Index > Behavior > Behavior Letter Wizard**.
2. Click the + sign in front of **OOS-Behavior Users**.

 OOS-Behavior Users

- Behavior Referral Incident
- GENERAL DISCIPLINE LETTER Incident
- SSP3 LOCAL SUSPENSION Incident

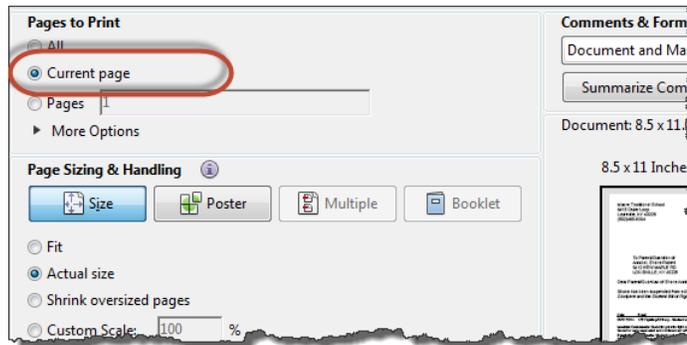
3. Three letters display: Behavior Referral, General Discipline Letter, and SSP3 Local Suspension. Select the appropriate letter for the situation.
4. *Effective Date*: Enter date of **Incident**.

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**Note:** The **Effective Date** must be the date of the incident and NOT the date of the resolution.

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5. Click **Print Letters**. If more than one letter is generated, scroll to the page needing printing and select **Current Page**.



#### Printing Letters Common Errors:

- The Resolution Date is entered instead of the Incident Date.
- Student household information is missing or incorrect.
  1. Student's guardian must be marked and the following must be checked for his/her guardian: Guardian, Mailing, Portal and Messenger.
  2. Student's address must have **mailing** checked.

## Unit 3 – Reports

### Safe Schools

The Safe Schools Report should be run weekly for middle/high schools and monthly for elementary schools.

**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 of in-school removal, suspension, expulsion, restraint, seclusion or corporal punishment without a start/end date and/or time. These behavior events will not pull on the report. (Number of Records: 0)

**ER02:** The following students have a state resolution of in-school removal, suspension, expulsion, restraint, seclusion or corporal punishment and the event does not have a law or district violation selected. 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:** Student behavior incident date is not within enrollment. These events will not pull on the report. (Number of Records: 0)

**WA01:** Suspension/Attendance Dates and/or Times are Inconsistent. These events will pull on the report. (Number of Records: 0)

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

**WA04:** The following students have overlapping state resolutions of in-school removal, suspension, expulsion, restraint, seclusion or corporal punishment. These behavior events will pull on the report. (Number of Records: 0)

The Safe Schools report contains behavior information on students.

1. Navigate to **Index > KY State Reporting > Safe Schools**.
2. Don't change any default options.
3. Click **Run Extract**.

**Safe Schools Report**

The Safe Schools Report outputs as CSV (Comma Separated Value) file. The report contains behavioral information on students collected from schools and districts in Kentucky.

Enter dates to find incident which occurred during a date range, leaving the date range blank will find all incidents which occurred during the date range of the selected calendar(s).

**Extract Options**

Format:

Date Range:  -

**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: Resolutions of Suspension, Expulsion or Corporal Punishment not reported in SS1 - SS4

**Select Students**

Grade

Ad Hoc Filter

The selection of Run Extract will produce a validation report to identify potential data issues; Submit to Batch will bypass the validation report

**Select Calendars**

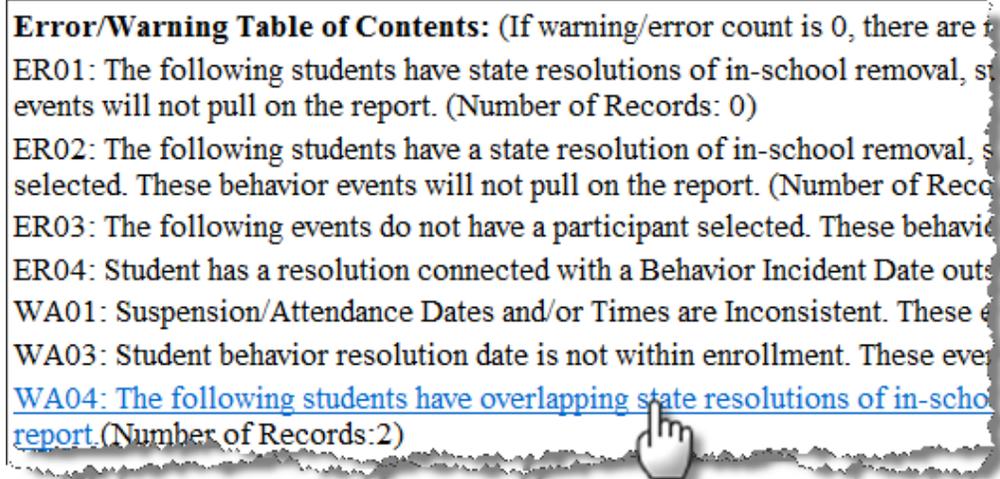
Which calendar(s) would you like to include in the report?

active year  list by school  
 list by year

13-14  
 13-14 Atherton High School  
 NP 13-14 Atherton High School

CTRL-click or SHIFT-click to select multiple

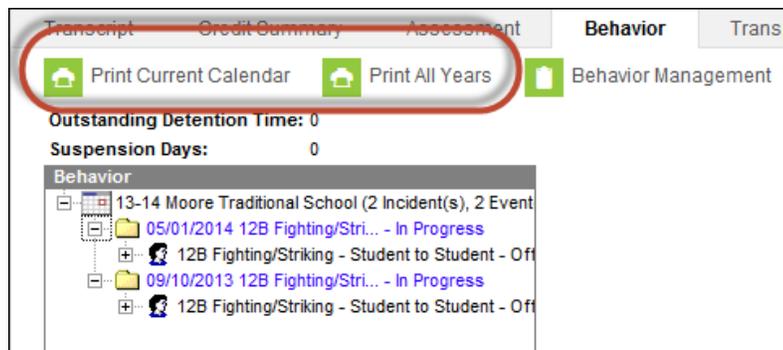
The report generated may contain errors/warnings in **blue**. Click the link to view errors. All errors/warnings in **blue** must be corrected.



## Behavior Detail Report

Behavior Detail Report lists all behavior detail events recorded for the student for the current year.

1. Select student's name.
2. Select the **Behavior** tab. (If needed, navigate to Index > Student Information > General.)
3. Select one of the following:
  - a. *Print Current Calendar* – Prints all behavior events for the student at the currently enrolled school for the current school year.
  - b. *Print All Years* – Prints all behavior incidents for the student at the school including behavior incidents from previous years.



## Student Summary Report

The Student Summary Report gives the student’s attendance, grades and behavior for the entire school year. The report includes data from every school the student attended during the school year.

1. Navigate to **Index > KY State Reporting > Edit Reports > Student Summary Report**.
2. *Select a Grade:* Select appropriate Grade.
3. *Select a Student:* Select a student from the drop-down list. You can only run this report one student at a time.
4. *Behavior Comments:* Select **Event, Resolution, Both** or **None** to determine the extent of behavior information to include.

5. Click **Print Student Summary**.

Below is an example of part of the Student Summary Report. Information has been either blurred or changed for privacy purposes.

Moore Traditional School		Student Summary Report			Run Date : 5/2/2014 12:11:09 PM		
Anderson, Naomi		Grade 08					
Section 1 - Attendance Summary							
Date	Unexcused Absent	Excused Absent	Total Absent	Unexcused Tardy	Excused Tardy	Total Tardy	Suspended
9/9/2013	0.0	0.0	0.0	0	1	1	0.0
9/13/2013	0.0	0.0	0.0	0	1	1	0.0
9/18/2013	0.0	1.0	1.0	0	0	0	0.0
10/15/2013	0.0	1.0	1.0	0	0	0	0.0
10/29/2013	1.0	0.0	1.0	0	0	0	1.0
11/7/2013	1.0	0.0	1.0	0	0	0	0.0

## Section 2 - Grades Summary

Course Number	Course Name	Section	Teacher	Term	Period	Task	Score	
32320851	LANG ARTS 3	811		D	1	1	CONDUCT GRADE	NI
32320851	LANG ARTS 3	811		D	1	1	SIX WEEKS	C
32720851	MATH 3	3430		D	1	3	CONDUCT GRADE	NI
32720851	MATH 3	3430		D	1	3	SIX WEEKS	C+
38828811	PE 3	418		YLE	1	4	CONDUCT GRADE	S
38828811	PE 3	418		YLE	1	4	SIX WEEKS	A
32220851	SOC STUDIES 3	58		D	1	5	CONDUCT GRADE	NI
32220851	SOC STUDIES 3	58		D	1	5	SIX WEEKS	B-
35229811	CARE CIRCLE	1414		D	1	6	CONDUCT GRADE	NI
32320851							CONDUCT GRADE	NI

## Section 3 - Behavior Summary

Behavior Date	Behavior Event	Resolution	Comments
10/28/2013 12:00:00 AM	02B Disruptive Behavior	SSP3 Out of School Suspension	While off-campus teacher in the eat area the student was seen to be in an area from Friday backpack it was in suspension.
11/19/2013 12:00:00 AM	12B Fighting/Striking - Student to Student	SSP3 Out of School Suspension	Student punched another student in the suspension.
11/1/2013 12:00:00 AM	02B Bus Disturbance	Phone Call	Student was seen to be talking, talking, talking,

**Behavior Report – Event**

The Behavior Report - Event lists the number of events based on who submitted the event, events submitted or events listed by student.

1. Navigate to **Index > Behavior > Reports > Event**.
2. Select the **Grade(s)** to include in the report. If you have an ad hoc report to use instead, choose the Ad Hoc Filter option and select the appropriate ad hoc.
3. *Date Range:* Select date range for behavior events to view.
4. *Calendar:* In the top right, verify the correct calendar year is selected.
5. *Submitted By:* Select **All** or hold Ctrl key to select multiple staff.
6. *Involvement Roles:* Leave **All** selected.
7. *Event Types:* Select **All** or hold your ctrl key to select the Events Types to view.
8. *Select one of the following for how records will be grouped:* Each of these options produces a different report. This report is entirely different depending on which "grouped by" option selected. If necessary, run this report under other options to receive different results.
  - *Submitted By* – Groups events by who submitted the referral in ascending order by last name of person submitting the referral.
  - *Submitted by w/Student* – Groups events by who submitted the referral by student.
  - *Event Types* – Groups events by event type and then shows all students with incidents for the event.

- *Student* – Groups the report by student in ascending order (Student Last, First). Shows all events for each student before detailing the next student.

9. Click **Generate Report**.

### Behavior Report – Resolution

The Behavior Report – Resolution lists event, resolution and student information. The summary format prints the statistic of events, resolutions. The detail format prints each event and resolution for every student. This report will not pull information for withdrawn students.

1. Navigate to **Index > Behavior > Reports > Resolution**.
2. Select the **Grade(s)** to include in the report. If you have an ad hoc report you want to use instead, then choose the Ad Hoc Filter option and select the appropriate ad hoc.
3. *Date Range:*
  - *Filter by No Date Range Specified* – Default selection will run for all students in the school with the selected Resolution Types.

- *Filter By Resolution Assign Date* – Allows entry of a range of dates based on the date Resolutions were assigned.

- *Filter By Resolution Start Date* – Allows entry of a range of dates based on the date Resolutions were assigned.

4. *Resolution Types*: Select **All** or hold Ctrl key to select multiple Resolution Types.
5. *Report Type*: Summary gives statistics only. Detail gives statistics plus additional information.
6. *Sort Options*: Each of these options produces a different report. This report will look and is entirely different depending on which "sort" option selected. If necessary, run this report with other options to receive different results.
  - *Number of Resolutions (descending)* – Shows the person with the most resolutions first and then lists the others.
  - *Student Name* – Shows all students with corresponding resolutions in ascending order by last name, first name.
  - *Grade & Name* – Shows all students with corresponding resolutions in ascending order by grade and then last name, first name.
  - *Grade & Number of Resolutions (descending)* – Shows the person with the most resolutions first and then lists others in descending order by grade. For example, if this is middle school, then it will show all 6<sup>th</sup> grade students, then 7<sup>th</sup> grade students, then 8<sup>th</sup> grade students.
7. Click **Generate Report**.

**Behavior Resolution Report**

This report lists event, resolution and student information. The summary format prints the statistic of events, resolutions. The detail format prints each event and resolution for every student.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

14  
09  
10  
11

Which calendar(s) would you like to include in the report?

active year  list by school  list by year

13-14  
13-14 Western High School  
NP 13-14 Western High School

No Date Range Specified  
Reports selected calendar(s)

Filter By Resolution Assign Date

Filter By Resolution Start Date

**Resolution Types:**

All  Award  Discipline

Seclusion(SSP8)  
SSP1 Expelled, Receiving Services (SSP1)  
SSP2 Expelled, Not Receiving Services(SSP2)  
SSP3 Out of School Suspension(SSP3)  
SSP5 Corporal Punishment(SSP5)  
SSP6 Law Only (District Approval Only)(SSP6)

Report Type  Summary  Detail

Sort Options

Number of Resolutions (descending)  Student Name  Grade & Name  Grade & Number of Resolutions (descending)

Generate Report

## Behavior Terminology

Incident Details	
<b>Incident</b>	An incident is a situation resulting in one or more discipline actions.
<b>Alignment</b>	Defaults to Discipline.
<b>Title</b>	The Title should be a brief description of the incident. The title displays on the Behavior tab for each student (participant) involved in the incident.
<b>Time of Incident</b>	Defaults to the time the behavior record was created. The Time of Incident needs changing to the time the first event in the incident occurred.
<b>Incident Location</b>	Choose from the drop-down list indicating where the incident occurred.
<b>Incident Details</b>	Optional. Explains the reason for the discipline referral. These brief notes are usually taken from the discipline referral. Student names should not be used in this area but the description should be exact as possible.

Event Details	
<b>Event Type</b>	The short title for the incident. Every event starts with a code that corresponds to the Code of Acceptable Behavior and Discipline.
<b>Violation</b>	Match the violation with the corresponding State Code.
<b>Participant(s) Name</b>	Student(s) involved in the selected Event Type.
<b>Participant Role</b>	The function (offender, participant, victim or witness) the student played in the behavior event. Defaults to Offender.
<b>Demerit</b>	Not used by JCPS.
<b>Relationship to Student</b>	Leave this set to 1: Current Student.
<b>Details</b>	Optional. Details field provides an area for the administrator to add more details for the behavior event. This field does NOT print on the discipline letter sent to the parent.

Resolution Details	
<b>Resolution Type</b>	The punishment or consequence the student received for violating the <i>Code of Acceptable Behavior and Discipline</i> . Seven resolutions must be entered in Infinite Campus according to KDE and/or JCPS standards. Select the appropriate type – Out of School Suspension, Bus Suspension One Way, Bus Suspension Full, all ISAP resolutions and any type of Bullying.
<b>Resolution Assign Date</b>	Enter the date the resolution was assigned.
<b>Resolution Start/End Dates and Times</b>	Dates and times are required for suspensions and ISAP. The Start Date is the next school day after the event. The End Date is the last day the student is suspended or in ISAP.
<b>For Suspensions</b>	The End Date is the last day the student is not allowed to be in school. The Start Time is the first minute of the school day. The End Time is last minute of your schools day. Students can be suspended on the same day they withdraw and may not be suspended past a withdrawal date.
<b>Duration in School Days</b>	The number of days a student is suspended.
<b>Behavior Admin Staff Name</b>	The name of the administrator.
<b>Details</b>	<b>This is the main field to document what happened</b> and could include Alternate Placement recommendation.

# JCPS/KDE Codes and Range of Corrective Strategies

## JEFFERSON COUNTY PUBLIC SCHOOLS JCPS/KDE Codes and Range of Corrective Strategies

Elementary Students			Parent/ Guardian Conferences	In-School Discipline Measures	Short-Term Suspension (1 to 3 days)	District Suspension (6 to 10 days)	Suspension and Recommendation for Alternative Program	Expulsion Procedures Initiated
01	KDE Codes	Unexcused tardiness to class/Nonattendance to class						
01 B	1004	Skipping Class	X	X				
01 B	1005	Skipping School	X	X				
01 B	1006	Tardy to Class	X	X				
01 B	1007	Truancy	X	X				
02	KDE Codes	Deliberate disruption						
02 B	2001	Disruptive Behavior	X	X	X			
02 B	2002	Bus Disturbance	X	X	X			
02 L	240	Disorderly Conduct	X	X	X			
03	KDE Codes	Failure to follow rules/directives/Academic dishonesty						
03 B	1001	Cheating/Academic Dishonesty	X	X				
03 B	1002	Dress Code Violation	X	X				
03 B	1010	Failure to Obey Staff	X	X	X			
03 B	998	Other	X	X				
03 B	40	Failure to Attend Detention	X	X				
03 L	280	Loitering	X	X				
04	KDE Codes	Leaving school grounds without permission						
04 B	1003	Leaving Campus/School Grounds Without Permission	X	X	X			
05	KDE Codes	Forgery/Counterfeiting						
05 B	1008	Signing Parent/Staff Note	X	X				
05 L	100	Forgery and Counterfeiting	X	X				
06	KDE Codes	Profanity/Vulgarity						
06 B	70B	Profanity/Vulgarity	X	X				
07	KDE Codes	Gambling						
07 L	190	Gambling	X	X				
08	KDE Codes	Use of tobacco products						
08 B	9001	Smoking	X	X				
08 B	9002	Chewing Tobacco	X	X				
09	KDE Codes	Inappropriate sexual behavior (includes possession of pornography, consensual sexual contact, and all sexual offenses except assault/abuse)						
09 B	60B	Inappropriate Sexual Conduct	X	X	X	X	X	X
09 L	160	Prostitution			X	X	X	X
09 L	171	Indecent Exposure			X	X	X	X
09 L	172	Statutory Rape				X	X	X
10	KDE Codes	Theft/Vandalism						
10 B	1009	Stealing	X	X				
10 L	50	Burglary				X	X	X
10 L	60L	Larceny - Theft				X	X	X
10 L	70L	Motor Vehicle Theft				X	X	X
10 L	110L	Fraud	X	X	X	X	X	X
10 L	120	Embezzlement				X	X	X
10 L	130	Stolen Property	X	X	X	X	X	X
10 L	140	Vandalism	X	X	X	X	X	X
11	KDE Codes	Robbery						
11 L	30	Robbery	X	X	X	X	X	X
12	KDE Codes	Fighting/Striking student						
12 B	5001	Fighting/Striking - Student to Student	X	X	X	X	X	X
12 B	5003	Fighting/Striking - Student to Other	X	X	X	X	X	X
13	KDE Codes	Fighting/Striking faculty/staff/other officials						
13 B	5002	Fighting/Striking - Student to Staff/Other Officials	X	X	X	X	X	X
13 L	303	3rd-Degree Assault (Assaulting Staff/Other Officials)	X	X	X	X	X	X

B: Board Violation L: Law Violation r: School Report Card p: Persistently Dangerous Schools f: Felony Offenses Under KRS Chapter 508  
 www.jcpsky.net Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities L: 27960 SDFS ES Infraction Code r: (rev dw 6/14)



Elementary Students			Parent/ Guardian Conferences	In-School Discipline Measures	Short-Term Suspension (1 to 3 days)	District Suspension (6 to 10 days)	Suspension and Recommendation for Alternative Program	Expulsion Procedures Initiated
14	KDE Codes	Intimidation/Harassment/Interference with staff/student/Bullying/Harassing communications						
14 B	8001	Bullying	X	X	X	X	X	X
14 B	8002	Harassment/Intimidation/Interference With Staff/Student	X	X	X	X	X	X
14 B	8003	Threatening Staff	X	X	X	X	X	X
14 B	8004	Verbal Abuse	X	X	X	X	X	X
14 L	305	Menacing	X	X	X	X	X	X
14 L	f 306	Felony Wanton Endangerment	X	X	X	X	X	X
14 L	307	Misdemeanor Wanton Endangerment	X	X	X	X	X	X
14 L	f 340	Felony Stalking	X	X	X	X	X	X
14 L	341	Misdemeanor Stalking	X	X	X	X	X	X
14 L	350	Misdemeanor Harassing Communications	X	X	X	X	X	X
15	KDE Codes	Drug/Alcohol possession/Under the influence						
15 B	998E	Other Look-Alike Drug Possession	X	X	X	X	X	X
15 L	1801	Other Drugs Possession/Under the Influence	X	X	X	X	X	X
15 L	1811	Alcohol Possession/Under the Influence	X	X	X	X	X	X
15 L	1821	Marijuana Possession/Under the Influence	X	X	X	X	X	X
15 L	1831	Hallucinogenics Possession/Under the Influence	X	X	X	X	X	X
15 L	1841	Amphetamines Possession/Under the Influence	X	X	X	X	X	X
15 L	1851	Barbiturates Possession/Under the Influence	X	X	X	X	X	X
15 L	1861	Heroin Possession/Under the Influence	X	X	X	X	X	X
15 L	1871	Cocaine/Crack Possession/Under the Influence	X	X	X	X	X	X
15 L	1881	Prescription Drug Possession/Under the Influence	X	X	X	X	X	X
15 L	1891	Inhalant Possession/Under the Influence	X	X	X	X	X	X
15 L	210	Driving Under the Influence	X	X	X	X	X	X
15 L	230	Under the Influence	X	X	X	X	X	X
16	KDE Codes	Drug/Alcohol distribution						
16 B	998D	Other Look-Alike Drug Distribution	X	X	X	X	X	X
16 L	1802	Other Drug Distribution	X	X	X	X	X	X
16 L	1812	Alcohol Distribution	X	X	X	X	X	X
16 L	1822	Marijuana Distribution	X	X	X	X	X	X
16 L	1832	Hallucinogenics Distribution	X	X	X	X	X	X
16 L	1842	Amphetamines Distribution	X	X	X	X	X	X
16 L	1852	Barbiturates Distribution	X	X	X	X	X	X
16 L	1862	Heroin Distribution	X	X	X	X	X	X
16 L	1872	Cocaine/Crack Distribution	X	X	X	X	X	X
16 L	1882	Prescription Drug Distribution	X	X	X	X	X	X
16 L	1892	Inhalant Distribution	X	X	X	X	X	X
17	KDE Codes	Assault/Sexual abuse/Sexual assault						
17 L	11	Criminal Homicide	X	X	X	X	X	X
17 L	20	Forcible Rape	X	X	X	X	X	X
17 L	174	Sexual Assault (Unwanted Touching in a Sexual Manner)	X	X	X	X	X	X
17 L	f 301	1st-Degree Assault	X	X	X	X	X	X
17 L	f 302	2nd-Degree Assault	X	X	X	X	X	X
17 L	304	4th-Degree Assault	X	X	X	X	X	X
17 L	f 308	Felony Criminal Abuse (1st and 2nd Degree)	X	X	X	X	X	X
17 L	309	Misdemeanor Criminal Abuse	X	X	X	X	X	X
18	KDE Codes	Arson						
18 L	90	Arson				X	X	X
19	KDE Codes	Weapons/Dangerous instruments						
19 B	110B	Dangerous Instrument (Carrying or Use)				X		
19 B	998F	Other Look-Alike Weapon				X		
19 L	151	Weapon A: Handgun				X	X	X
19 L	152	Weapon B: Rifle/Shotgun				X	X	X
19 L	153	Weapon C: Other Firearm				X	X	X
19 L	154	Weapon D: All Other (Deadly Weapons)				X	X	X
20	KDE Codes	Bomb threats, false fire alarms/false police reports, terroristic threatening, fireworks, explosives						
20 L	f 310	Terroristic Threat/False Fire Alarm			X	X	X	X
20 L	f 320	Terroristic Bomb Threat			X	X	X	X
20 L	f 330	Terroristic Chemical/Bio/Nuclear			X	X	X	X
21	KDE Codes	All other offenses: kidnapping, extortion, etc. (law)						
21 L	260	Other Kidnapping, Extortion, Etc. (Law)				X	X	X

B: Board Violation L: Law Violation r: School Report Card p: Persistently Dangerous Schools f: Felony Offenses Under KRS Chapter 508

Middle/High Students			Parent/ Guardian Conferences	In-School Discipline Measures	Short-Term Suspension (1 to 3 days)	District Suspension (6 to 10 days)	Suspension and Recommendation for Alternative Program	Expulsion Procedures Initiated
14	KDE Codes	Intimidation/Harassment/Interference with staff/student/Bullying/Harassing communications						
14 B	8001	Bullying	X	X	X	X	X	X
14 B	8002	Harassment/Intimidation/Interference With Staff/Student	X	X	X	X	X	X
14 B	8003	Threatening Staff	X	X	X	X	X	X
14 B	8004	Verbal Abuse	X	X	X	X	X	X
14 L	305	Menacing	X	X	X	X	X	X
14 L	f 306	Felony Wanton Endangerment	X	X	X	X	X	X
14 L	307	Misdemeanor Wanton Endangerment	X	X	X	X	X	X
14 L	f 340	Felony Stalking	X	X	X	X	X	X
14 L	341	Misdemeanor Stalking	X	X	X	X	X	X
14 L	350	Misdemeanor Harassing Communications	X	X	X	X	X	X
15	KDE Codes	Drug/Alcohol possession/Under the influence						
15 B	998E	Other Look-Alike Drug Possession			X	X	X	X
15 L	r 1801	Other Drugs Possession/Under the Influence			X	X	X	X
15 L	1811	Alcohol Possession/Under the Influence			X	X	X	X
15 L	r 1821	Marijuana Possession/Under the Influence			X	X	X	X
15 L	r 1831	Hallucinogenics Possession/Under the Influence			X	X	X	X
15 L	r 1841	Amphetamines Possession/Under the Influence			X	X	X	X
15 L	r 1851	Barbiturates Possession/Under the Influence			X	X	X	X
15 L	r 1861	Heroin Possession/Under the Influence			X	X	X	X
15 L	r 1871	Cocaine/Crack Possession/Under the Influence			X	X	X	X
15 L	r 1881	Prescription Drug Possession/Under the Influence			X	X	X	X
15 L	r 1891	Inhalant Possession/Under the Influence			X	X	X	X
15 L	210	Driving Under the Influence			X	X	X	X
15 L	230	Under the Influence			X	X	X	X
16	KDE Codes	Drug/Alcohol distribution						
16 B	998D	Other Look-Alike Drug Distribution				X	X	X
16 L	r p 1802	Other Drug Distribution				X	X	X
16 L	1812	Alcohol Distribution				X	X	X
16 L	r p 1822	Marijuana Distribution				X	X	X
16 L	r p 1832	Hallucinogenics Distribution				X	X	X
16 L	r p 1842	Amphetamines Distribution				X	X	X
16 L	r p 1852	Barbiturates Distribution				X	X	X
16 L	r p 1862	Heroin Distribution				X	X	X
16 L	r p 1872	Cocaine/Crack Distribution				X	X	X
16 L	r p 1882	Prescription Drug Distribution				X	X	X
16 L	r p 1892	Inhalant Distribution				X	X	X
17	KDE Codes	Assault/Sexual abuse/Sexual assault						
17 L	p 11	Criminal Homicide			X	X	X	X
17 L	p 20	Forcible Rape			X	X	X	X
17 L	174	Sexual Assault (Unwanted Touching in a Sexual Manner)			X	X	X	X
17 L	r pf 301	1st-Degree Assault			X	X	X	X
17 L	r pf 302	2nd-Degree Assault			X	X	X	X
17 L	304	4th-Degree Assault			X	X	X	X
17 L	f 308	Felony Criminal Abuse (1st and 2nd Degree)			X	X	X	X
17 L	309	Misdemeanor Criminal Abuse			X	X	X	X
18	KDE Codes	Arson						
18 L	90	Arson					X	X
19	KDE Codes	Weapons/Dangerous instruments						
19 B	110B	Dangerous Instrument (Carrying or Use)					X	
19 B	998F	Other Look-Alike Weapon					X	
19 L	r p 151	Weapon A: Handgun					X	X
19 L	r p 152	Weapon B: Rifle/Shotgun					X	X
19 L	r p 153	Weapon C: Other Firearm					X	X
19 L	r p 154	Weapon D: All Other (Deadly Weapons)					X	X
20	KDE Codes	Bomb threats, false fire alarms/false police reports, terroristic threatening, fireworks, explosives						
20 L	f 310	Terroristic Threat/False Fire Alarm			X	X	X	X
20 L	f 320	Terroristic Bomb Threat			X	X	X	X
20 L	f 330	Terroristic Chemical/Bio/Nuclear			X	X	X	X
21	KDE Codes	All other offenses: kidnapping, extortion, etc. (law)						
21 L	260	Other Kidnapping, Extortion, Etc. (Law)					X	X

B: Board Violation L: Law Violation r: School Report Card p: Persistently Dangerous Schools f: Felony Offenses Under KRS Chapter 508

APPENDIX: KDE BEHAVIOR (SAFE SCHOOLS) DATA ENTRY

2	Behavior (Safe Schools) Data Entry		
<b>KDE Contact (Data Steward)</b>	<a href="#">Victoria Fields</a> , (502) 564-4772 ext. 4015 <a href="#">Windy Newton</a> , (502) 564-5130, ext. 4063 Restraint and Seclusion Program Contact: <a href="#">Robert Meacham</a> , (502) 564-4970 x4112	Updated	9/21/2015
<b>Description</b>	Behavior Management Tool should be utilized to document behavior incidents, behavior events, behavior resolutions and behavior responses.		
<b>Data Standard Reg sites, data use, etc.</b>	<ul style="list-style-type: none"> <li><a href="#">KRS 158.444</a> – reporting of discipline to KDE</li> <li><a href="#">KRS 158.148</a> – student discipline guidelines and model policy</li> <li><a href="#">KRS 158.156</a> – victim of a violation of any felony offense</li> <li><a href="#">KRS 525.070</a> – harassment</li> <li><a href="#">KRS 525.080</a> – harassing communications</li> <li><a href="#">704 KAR 7:160</a> – Restraint and Seclusion</li> </ul>		
<b>How is data used</b>	<ul style="list-style-type: none"> <li>Safe Schools Reporting will be used for public reporting via the <a href="#">School Report Card</a>, EDEN federal reporting and OEA (Office of Education Accountability) requirements.</li> <li>Monitoring and reporting of Restraint and Seclusion</li> <li><a href="#">Civil Rights Data Collection</a></li> </ul>		
<b>Noted Changes for current year</b>	<p><b>2015-16 CRDC reporting requires that all incidents of bullying or harassment include the basis for bullying, options are as follows:</b></p> <ul style="list-style-type: none"> <li><b>Basis of sex</b></li> <li><b>Basis of race, color or national origin</b></li> <li><b>Basis of disability</b></li> <li><b>Basis of sexual orientation or gender identity</b></li> <li><b>Basis of religion</b></li> <li><b>Basis of other</b></li> </ul> <p><b>Victim data must also be reported for all incidents of bullying or harassment</b>  <b>NOTE: This data will not be reported on your district Safe Schools Report and will not be reported to KDE for the 2015-16 school year. IC has proposed a recommendation for collection of this data as a temporary solution until the elements are part of core product release, those instructions can be found on <a href="#">KDE’s Safe Schools website</a>. It is a local district decision as to how and what system this data be collected for 2015-16.</b></p>		
<b>Available Ad-Hoc &amp; Reports</b>	Updated ad-hoc reports will be developed by KDE and published to districts.		
<b>Available Training</b>	Various trainings will be posted via <a href="#">KDE’s Safe Schools website</a>		
<b>2A</b>	Behavior Administration		
<b>Campus Path:</b>	<b>Behavior   Admin   Resolution Types</b>		
Appropriate local district resolution codes should be mapped to State Resolution Codes for reporting purposes: <ul style="list-style-type: none"> <li>❖ SSP1: Expelled with Services</li> <li>❖ SSP2: Expelled without Services</li> <li>❖ SSP3: Out of School Suspension</li> <li>❖ SSP5: Corporal Punishment</li> <li>❖ SSP7: Restraint</li> <li>❖ SSP8: Seclusion</li> <li>❖ INSR, In-School Removal – any district resolution type in which student is removed from his/her normal educational environment <b>during instructional time</b>, i.e., ISAP, ISS, In School Detention, Alternative Classroom, Alternative Program within the district, etc...</li> </ul>			

- ❖ 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  School

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)

State Resolution Code (Mapping)

No 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 required fields are completed.

Must mark Complete!

Incident ID: <input type="text"/>	Status: <input type="text" value="In Progress"/>	Submitted Date: 06/03/2015 08:14 AM
*Alignment: <input type="text" value="Discipline"/>	Submitted By: <input type="text" value="Administrator, System"/>	
*Date of Incident: <input type="text" value="03/16/2015"/>	Title: <input type="text" value="Behavior Test ILP/IEP"/>	Damages: <input type="text" value="\$ 0.00"/>
*Context: <input type="text"/>	*Time of Incident: <input type="text" value="08:11 AM"/>	Context Description: <input type="text"/>
*Behavior Event Location: <input type="text"/>		Location Description: <input type="text"/>

**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**

Add Event/Participant

**Event Details**

\*Event Type:

Call Police

Arrest

Violence Indicator

School Resource Officer

Gang Related

Civil Proceedings

Charges

Court Designated Worker

Law Violation

Select a Value

Board Violation

Participant Type

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

**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	1 <sup>st</sup> Degree Assault
154	Weapon - Other	302	2 <sup>nd</sup> Degree Assault
160	Prostitution	303	3 <sup>rd</sup> Degree Assault
171	Indecent Exposure	304	4 <sup>th</sup> 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 – <b>SPED only</b>	2001	IAES for Drug – <b>SPED only</b>
2003	IAES for Injury – <b>SPED only</b>		

**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		

**Participant(s) Details**

[Redacted] Show Details

---

**Add Participant**

Filter: Students Student Name or Complete Student Number:  Search

Students  
School Employees  
All People

Search for Participant

**Filter:** Current Student, School Employees or All People

**Participant Name:** Search for participant by last name

**Participant(s) Details**

[Redacted] (Gender: F Grade: 11 Age: 17)  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:

**Role:** Select from the drop list the role the participant played in behavior event

- Offender
- Participant
- Victim
- Witness

**Relationship to School:** Select from the drop list the appropriate participant relationship to the school in which the event occurred

Enter the participant detail for each participant of the event; this will write the event/resolution information to the student's behavior tab.

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

Add Resolution

Resolution Details

\*Resolution Type:

Resolution Assign Date: 07/03/2014 Resolution Start Date: 07/03/2014 Resolution Start Time: 9:21 AM Resolution End Date: 7/3/2014 Resolution End Time: 3:05 PM

Duration in School Days:

Behavior Admin Staff Name:

Details:

\*Apply To:  
DISRESPECT TOWARD ADULTS

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.

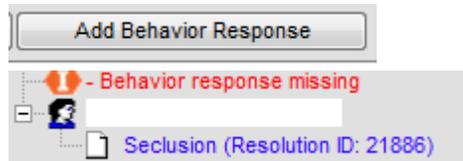
NOTE: If a student with an IEP is serving an In-School Removal, then the Admission and Release Committee (ARC) determines placement of alternative setting, you must update the behavior resolution **end** date and time to the date and time the ARC made this determination.

2E	Response Detail Documentation of Restraint or Seclusion
----	--

**Campus Path:** Behavior | Behavior Management

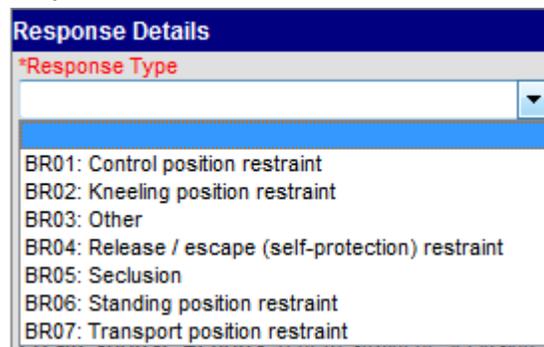
**Step 4 Data Entry: Behavior Response**

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



The screenshot shows a button labeled "Add Behavior Response" and a notification box with a red exclamation mark icon and the text "- Behavior response missing". Below the notification is a profile picture and a document icon with the text "Seclusion (Resolution ID: 21886)".

**Response Details:**



The screenshot shows a dropdown menu titled "Response Details" with the label "\*Response Type". The menu is open, showing a list of options: BR01: Control position restraint, BR02: Kneeling position restraint, BR03: Other, BR04: Release / escape (self-protection) restraint, BR05: Seclusion, BR06: Standing position restraint, and BR07: Transport position restraint.

**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	*Response Start Time	*Response End Time	Duration
07/03/2014	<input type="text"/>	<input type="text"/>	

**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:**

- Provide space    Provide a specific direction    Provide reminders
- Teach standard consequence

**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                 | PRI15: Provide reminders                         |
| PRI02: Behavior momentum              | PRI16: Provide space                             |
| PRI03: Communicate concerns w/student | PRI17: Provide warning and correction            |
| PRI04: Independent activities         | PRI18: Recognize and respond to behavior         |
| PRI05: Involve students in the plan   | PRI19: Redirect                                  |
| PRI06: Modify task                    | PRI20: Relaxation strategies                     |
| PRI07: Opportunities to respond       | PRI21: Schedules/routines                        |
| PRI08: Physical arrangement           | PRI22: Speak privately to student                |
| PRI09: Positive direction and limits  | PRI23: Specific/concrete directions              |
| PRI10: Present options                | PRI24: Teach appropriate behavior                |
| PRI11: Problem solving                | PRI25: Teach standard consequence                |
| PRI12: Prompting/cueing               | PRI26: Teacher proximity                         |
| PRI13: Provide a specific direction   | PRI99: Other – describe in pre-response text box |
| PRI14: Provide choices                |  |

**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.)

**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:** (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.)

**Response Details** – Enter the following information into the textbox:

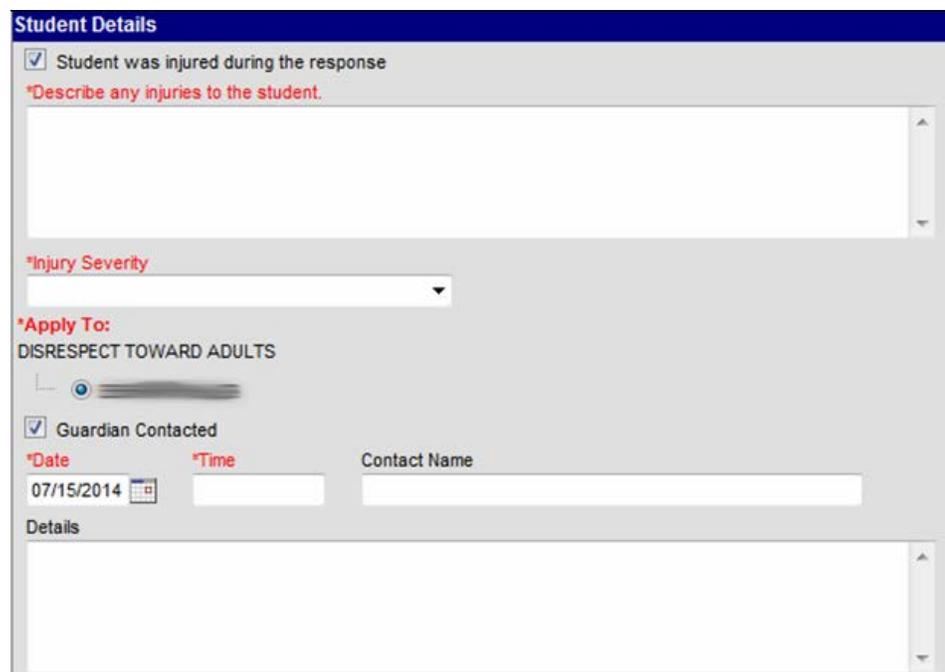
- Document an account of the student's behavior during the response
- Describe how school personnel responded to the dangerous behavior
- Document interactions between the student and the school personnel during the response
- Document the effectiveness of this response type

**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 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

### 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.

#### Add Participant

Filter:

School Employees  
Students  
School Employees  
All People

Participant Name:

Search

Search

Save

**Search and add all participants involved in the behavior response**

#### Role

- P1: Staff Primary/Lead
- P2: Other Primary/Lead
- P3: SRO Primary/Lead
- S1: Staff Secondary
- S2: Other Secondary
- S3: SRO Secondary
- O1: Staff Observer
- O2: Other Observer
- O3: SRO Observer
- O4: Student Observer

**Select the Role of the Participant from the drop list**

Name	Role
<input checked="" type="checkbox"/> ██████████ (Gender: M)	P1: Staff Primary/Lead
<input checked="" type="checkbox"/> Participant was injured during the response	
<b>*Describe any injuries to the participant.</b>	
<input type="text"/>	
<b>*Injury Severity</b>	
<input type="text"/>	

**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