



**GUIDANCE FOR SUBMITTING
NCLB AND IDEA REPORTS IN KAN-DIS
2013-2014**

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Populating the Final Aggregate Reports from Individual Incidents for KAN-DIS 2013-2014

Introduction

This document contains the annual Crime Matrix, Bullying and Individuals with Disabilities Education Act (IDEA) data reporting requirements, including the Seclusion and Restraint – Emergency and table formats related to school discipline with explanations of how individual incidents will populate the reports. For more information on these requirements, refer to the KAN-DIS project website (<http://www.ksde.org/kandis>); particularly:

- The Documents tab (<http://www.ksde.org/Default.aspx?tabid=2572>)
- The FAQ tab (<http://www.ksde.org/Default.aspx?tabid=2573>).
- The Definitions tab (<http://www.ksde.org/Default.aspx?tabid=3375>)

PLEASE NOTE:

- Due to color coding and shading of content, this document is best viewed on screen, or printed in color.
- Blue text within the tables is explanatory and will not appear in the tables in the KAN-DIS application.
- Explanation of codes used in defining Table of Contents appears in Appendix A.
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Table 1: Incident Count (N030)

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Violence with physical injury

- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

EXAMPLE: A student is given an OSS after he is found to have both alcohol and illicit drugs in his possession. The incident would be entered in KAN-DIS with both incident types 2300 and 2100, but would only appear once in Table 1 under OSS for Illicit Drug, since this is the most serious reason for removal.

	Grade	Illicit Drug				Alcohol				Weapon				Violent Incident								Incident Count Total				Incident Grand Total
														Injury				No Injury								
		ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	Kindergarten	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0				1
Edit	First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Fourth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Fifth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Sixth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Seventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Eighth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Ninth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Tenth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Eleventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Twelfth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Not Graded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edit	Total Incidents	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0				1

Save

Back to Reports

ISS= Action Taken 450 and Length in School Days > or = 1

OSS = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1

EXP = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

OTHER = Action Taken 850, 860 or 870 - Length in days is not required

Table 2: Student Count (N136)

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same

discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

Use the following hierarchy for the most serious Action Taken for the incident:

- The OTHER category of actions taken (Death, Withdrawal, and Incarceration) shall be treated as more serious than any of the expulsions or suspensions.
- An expulsion for the remainder of the school year shall be treated as more serious than an expulsion for a partial school year.
- A suspension for the remainder of the school year shall be treated as more serious than a suspension for a partial school year.
- Any expulsion is more serious than any suspension.
- Any out of school suspension is more serious than any in-school suspension.

Student Count																									
District ID: D0###, Building ID: ### - Building Name																									
Grade	Illicit Drug Incident Type Group 2300 or 2500				Alcohol Incident Type Group 2100				Weapon Incident Type Group 1200				Violent Incident Incident Type Group 1000								Student Count Total				Student Count Grand Total
													Injury Includes at least one victim with a major injury				No Injury No victim(s) with injuries or victim(s) with minor injury								
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp	Other	ISS	OSS	Exp	Other	ISS	OSS	Exp	Other	
Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fourth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fifth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sixth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eighth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ninth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eleventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twelfth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Not Graded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ISS= Action Taken 450 and Length in School Days > or = 1

OSS = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1

EXP = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

OTHER = Action Taken 850, 860 or 870 - Length in days is not required

Student Count Total columns = Unduplicated Student totals by grade level for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student reported under multiple discipline reasons will be counted only once in each of these columns.

Student Count Grand Total column = Total unduplicated number of students by grade level. These data are unduplicated because a student reported under multiple Actions Taken in the Student Count Total columns will be counted only once in this column.

Total Students row = The unduplicated student count by each discipline reason (Illicit Drug, Alcohol, Weapon, Violent Incident, Other) totaled for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student will only be reported once for each discipline reason, by the most serious action taken.

The final count of **Total Students in the Student Count Grand Total column** is the unduplicated cumulative number of incidents in which students were removed from their regular education program of at least an entire school day for violence, weapons, alcohol and/or drugs.

EXAMPLES:

1. A tenth grade offender had an alcohol incident in September and received an Out-of-School Suspension for 10 days. In January, the same student had a second alcohol incident, for which he was expelled for 30 days. Only the second incident would be counted under Alcohol, EXP, 10th grade, since this incident has the most serious Action Taken. Likewise, the student would only be counted once in the Student Count Total under EXP and once in the Student Count Grand Total column.
2. An eleventh grade offender had a single incident involving both alcohol possession and drug possession, for which he received an expulsion. The student will be counted once under Alcohol – EXP for 11th grade and once under Illicit Drugs – EXP for 11th grade. He will be counted once in the Student Count Total under EXP and only once in the Student Count Grand Total column.
3. Two 9th grade offenders were involved in an incident with a weapon, where a victim sustained a serious injury. One student received an Out-of-School Suspension, the second received an Expulsion. The first student will be counted under OSS for Violent Incident with Injury in the 9th grade row and once in the Student Count Total under OSS. The second student will be counted under EXP for Violent Incident with Injury in the 9th grade row and once in the Student Count Total under EXP. Both students will be counted in the Student Count Grand Total column.

Table 3: Students Involved with Firearms (N086, N094)

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student's disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall.

*Please note that the Total Students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Students with Firearms Incident Type Group 1200 Weapons Has at least one weapon classified as a firearm (as shown below)					
District ID: D0####, Building ID: ##### - Building Name					
Grade	Handguns Weapon Type 100 Handgun	Rifles / Shotguns Weapon Type 200 Rifle/Shotgun	Multiple Firearms Any two firearms used by a single offender in a single incident	Other Firearms Weapon types: 300 Other Firearms 400 Firearm Component or Attachment 500 Explosive/Destructive Device	Total For each grade level row
Kindergarten	0	0	0	0	0
First Grade	0	0	0	0	0
Second Grade	0	0	0	0	0
Third Grade	0	0	0	0	0
Fourth Grade	0	0	0	0	0
Fifth Grade	0	0	0	0	0
Sixth Grade	0	0	0	0	0
Seventh Grade	0	0	0	0	0
Eighth Grade	0	0	0	0	0
Ninth Grade	0	0	0	0	0
Tenth Grade	0	0	0	0	0
Eleventh Grade	0	0	0	0	0
Twelfth Grade	0	0	0	0	0
Not Graded	0	0	0	0	0
Total Students	0	0	0	0	*
Total Incidents	0	0	0	0	0

Table 4: Firearm Outcomes (N086)

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Action Taken	IDEA Students: Student marked with a 1 (yes) for IDEA Disability	Non-IDEA Students Student marked with a 2 (no) for IDEA Disability		Total Students
		Alternate Placement	No Alternate Placement	
Expulsion (Modified)	Offender must have all of the following: • IDEA status of YES • GFSA Modification status of YES • At least one Action Taken Type of 550, 555, 560, or 565	Offender must have all of the following: • GFSA Modification status of YES • Action taken 610 or 650 and • Expulsion (action taken 550, 555, 560 or 565)	Offender must have all of the following: • GFSA Modification status of YES and • NO Action taken 610 or 650 • Expulsion (action taken 550, 555, 560 or 565)	
Expulsion (Not Modified)	Offender must have all of the following: • IDEA status of YES • GFSA Modification status of NO • At least one Action Taken Type of 550, 555, 560, or 565	Offender must have all of the following: • GFSA Modification status of NO • Action taken 610 or 650 • Expulsion (action taken 550, 555, 560 or 565)	Offender must have all of the following: • GFSA Modification status of NO • NO Action taken 610 or 650 • Expulsion (action taken 550, 555, 560 or 565)	
Other Removal	Offender must have all of the following: • IDEA status of YES • Action Taken Type of 610, 650, 850, 860 or 870	Alternate placement information is not collected for Other Removals.	Offender must have all of the following: • IDEA status of No • Action Taken Type of 610, 650, 850, 860 or 870	
Other Discipline Action	Offender must have all of the following: • IDEA status of YES • Incident with at least one action taken but with none of the following Actions Taken: 550, 555, 560, 565, 610, 650, 810, 850, 860 or 870.	Alternate placement information is not collected for Other Discipline Actions	Offender must have all of the following: • IDEA status of No • Incident with at least one action taken but with none of the following Actions Taken: 550, 555, 560, 565, 610, 650, 810, 850, 860 or 870.	
No Action	Offender must have all of the following: • IDEA status of YES • Incident with Action Taken Type of 810	Alternate placement information is not collected for No Action.	Offender must have all of the following: • IDEA status of No • Incident with Action Taken Type of 810	

Total	Total of IDEA Students	Total of Non-IDEA Students	Total*

Table 5: Educational Services (N144)

Report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.

Educational Services			
District ID: D0###, Building ID: #### - Building Name			
	Non-IDEA Students	IDEA Students	Total Students
Services Provided	Offender must have: • IDEA status of NO • One of the following Actions Taken: 515 OSS w/services, remainder of SY 555 EXP w/services, remainder of SY	Offender must have: • IDEA status of YES • One of the following Actions Taken: 515 OSS w/services, remainder of SY 555 EXP w/services, remainder of SY	Total of IDEA and Non-IDEA Students receiving services during removal for remainder of SY.
Services Not Provided	Offender must have: • IDEA status of NO • One of the following Actions Taken: 525 OSS no services, remainder of SY 555 EXP no services, remainder of SY	Offender must have: • IDEA status of YES • One of the following Actions Taken: 525 OSS no services, remainder of SY 555 EXP no services, remainder of SY	Total of IDEA and Non-IDEA Students not receiving services during removal for remainder of SY
Total	Total of Non-IDEA Students	Total of IDEA Students	Total of all removals for remainder of SY

Table 6: Title IV Reporting

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truancy" is defined as violation of state, school district, or school policy in relation to attendance. Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. *Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

IMPORTANT: The first row of this report must be hand entered using the Edit link at the bottom of the table. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. **Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date.** If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

Title IV Reporting	
District ID: D0###, Building ID: #### - Building Name	
Students expelled for having been convicted of or adjudicated for a criminal felony offense:	Hand-entered by schools (see IMPORTANT note above)
Students exercising the Unsafe School Choice Option and transferring to a different school within the district:	Pre-populated from KIDS Counts each student who has an EOYA record in KIDS with a value of 2 in field D29 Special Circumstances Transfer

	Choice
Students truant this school year:	Pre-populated from KIDS Counts each student who has an EOYA record in KIDS with a value of 1 in field D24 Truant Student.

Table 8: Title VIII Crime Matrix

The following information is required for Federal Title IV reporting. Report the cumulative number of incidents that a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. **Check your local statute for definitions of felony and misdemeanors. You can also find a complete listing of these offenses.**

	Locations, Frequencies, and Types of Criminal Acts				
	Crime	At School Normal	School Property	Supervised Normal	Supervised Outside
Edit	Felonies	0	0	0	0
Edit	Misdemeanors	0	0	0	0
Edit	Other	0	0	0	0
	Totals	0	0	0	0

Table 9: Bullying Incident Count

Report the cumulative numbers of incidents in which students were removed from their regular education program for at least an entire school day for academic misconduct, disruptive behavior, obscene behavior, lying, and/or other behavior. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, obscene possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Academic Misconduct
- Disruptive Behavior
- Obscene Behavior
- Lying
- Other Behavior

	Academic Misconduct				Disruptive Behavior				Obscene Behavior				Lying				Other				Incident Count Total				Incident Grand Total
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 10: Bullying Incident Count

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for physical, cyber, verbal and/or relational bullying. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, physical bullying and verbal bullying, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Physical Bullying
- Cyberbullying
- Verbal Bullying
- Relational Bullying

	Physical				Cyber				Verbal				Relational				Total Incidents				Incident Grand Total
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Edit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 7: IDEA Reporting

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident. There should be a separate row for each student by incident, rather than one per student. In other words, if multiple students are involved in an incident, then there would be an entry for each student. In addition, if a student is involved in two incidents, there would be two entries for that student.

IDEA Reporting										
Offender must have an IDEA status of YES to be included in this report										
District ID: D####, Building ID: ##### - Building Name										
Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
The date must be between 07/01/2011 and Today's Date (no later than 06/30/2012)	Must be a valid ten digit State Student Identifier	Checkbox populates when clicked	Checkbox populates when clicked	Checkbox populates when clicked	Checkbox populates when clicked	Checkbox populates when clicked	Field accepts data entry for length in days in half-day increments.	Field accepts data entry for length in days in half-day increments.	Field accepts data entry for length in days in half-day increments.	Checkbox populates when clicked. Applies to Expulsions only.
The date must be between 07/01/2011 and Today's Date (no later than	Must be a valid ten digit State Student	Incidents having: Incident Type Group: 2300 (Drugs)	Incidents having: Incident Type Group 1000	Incidents having: Incident Type Group of 1200	Incidents having: Incident Type Group 6000 (Due Process	Incidents having: At least one Incident Type Group that is	Incidents having: An Action Taken Code indicating an	Incidents having: An Action Taken Code indicating an	Incidents having: An Action Taken Code indicating an	Incidents having: An Action Taken code indicating

06/30/2012)	Identifier	Action taken indicating ISS, OSS or EXP (Codes 450, 510, 515, 520, 525, 550, 555, 560, 565)	(Assault) At least one victim with a major injury	(Weapons)	Determination) Action taken of ISS, OSS or EXP Length in days >1 and <=45 days	NOT 1000, 1200, or 2300 AND At least one Action Taken Type indicating ISS, OSS or EXP	In-school-suspension (ISS)	Out-of-School Suspension (OSS)	Expulsion (EXP)	expulsion where services are provided. Codes 550 and 555
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NOTE: The pink shaded row represents data entered via the aggregate reporting method. The green shaded row represents data pre-populated from incidents entered via Individual Incident Data Entry or Import. **Refer to the text at the top of Table 7 in KAN-DIS that begins IMPORTANT for vital information about using this table.**

Emergency Safety Intervention Reports:

Seclusion Report

"Seclusion" means a confined area in which a student who is placed in isolation from other persons for a limited time and from which the student is prevented from having egress should be changed to "Seclusion", when used with a student, means that all the following conditions are met: (1) The student is placed in an enclosed area by school personnel. (2) The student is purposefully isolated from adults and peers. (3) The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

For additional information please refer to the Seclusion Checklist, located in the Seclusion and Restraint Guidelines Guidance Document. The guidance document is available on the KAN-DIS project website at www.ksde.org/kandis under the "Documents" tab.

The Seclusion Report is required to be submitted quarterly even if a school has no seclusion incidents to report. For each day on which a seclusion incident occurs, report the student's State ID, the date, and the length of seclusion (in minutes) for each individual incident. If you have questions about how to report seclusion incidents, use the KAN-DIS website for questions at: kandis@ksde.org and for assistance with programming or technical issues contact the Help Desk at (785)296-7935 for assistance

NOTE: User Access levels determine what actions the user may perform. School and District Data Entry level users will be able to enter individual incident information only. School Admin level users will be able to enter individual incident information and submit the reports during the quarterly submission period. District Admin level users will only be able to view each quarterly report.

Reporting Quarter:

4

	State Student Identifier	Seclusion Date									
Add		05/15/2012	0	0	0	0	0	0	0	0	0

Restraint

Guidelines for
Data Entry and Restraint Reports

Restraint includes both physical and mechanical restraint.

a) "Physical Restraint" means bodily force used to substantially limit a person's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

b) "Mechanical Restraint" means any device or object used to limit a student's movement. The use of mechanical restraint is **prohibited**, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seatbelts and any other safety equipment when used to secure students during transportation.

"According to the Kansas State Board of Education Regulations, there are no instances in which mechanical restraint should be used. Physical restraint should only be used if a child's behavior presents an imminent risk of harm or the child is involved in an altercation. All instances of restraint should be reported.

The Restraint Report is to be submitted quarterly even if a school has no restraint incidents to report. For each day on which a restraint incident occurs, report the student's State ID, the date, and the length of restraint (in minutes) for each individual incident. If you have questions about how to report restraint incidents, contact the Help Desk at (785)296-7935 or email questions to: kandis@ksde.org

NOTE: User Access levels determine what actions the user may perform. School and District Data Entry level users will be able to enter individual incident information only. School Admin level users will be able to enter individual incident information and submit the reports during the quarterly submission period. District Admin level users will only be able to view each quarterly report.

Emergency Safety Intervention Report Due Dates:

Quarterly Reporting Dates

Quarter 1 Entry Dates: July 1, 2013 – September 30, 2013

Quarter 1 Submission Window: September 30, 2013 – October 15, 2013

Quarter 2 Entry Dates: October 1, 2013 – December 31, 2013

Quarter 2 Submission Window: December 31, 2013 – January 15, 2014

Quarter 3 Entry Dates: January 1, 2014 – March 31, 2014

Quarter 3 Submission Window: March 31, 2014 – April 15, 2014

Quarter 4 Entry Dates: April 1, 2014 – June 30, 2014

Quarter 4 Submission Window: May 15, 2014 – June 30, 2014

APPENDIX: CODES USED IN KAN-DIS

Time Group	Incident Type Group	Incident Type Classifier
------------	---------------------	--------------------------

100	During School Hours
200	Outside School Hours

Time Classifier	
110	Before Classes
115	After Classes
120	Morning Classes
125	Afternoon Classes
130	Morning Recess/Break
140	Lunch
150	Afternoon
199	Other During School Hours
210	In Transit
230	At School-Sponsored Activity
299	Other Outside School Hours

Location Group	
100	On Campus
200	Off Campus

1000	Assault
1200	Weapons
2000	Threat
2100	Alcohol-Related
2300	Drug-Related
2500	Tobacco-Related
3000	Arson
3300	Behavior
3800	Forgery
3900	Gambling
4000	Theft
4100	Sexual Offenses - Non-Violent
4200	Trespassing
4300	Truancy
4400	Vandalism
5000	Inappropriate Computer Use
5100	Cumulative
6000	Due Process
9999	Other

1010	Physical
1020	Sexual
1030	Fighting
1040	Kidnapping
1050	Robbery
1060	Murder/Homicide
1099	Assault - Other
1210	Weapon Possession
1230	Weapon Use
1250	Weapon Solicitation/Sale
1299	Weapon - Other
2010	Intimidation
2014	Harassment: Individual
2020	Harassment: Hate-Related
2030	Harassment: Sexual
2080	School Threat
2099	Threat - Other
2120	Alcohol Possession
2140	Alcohol Use
2150	Alcohol Solicitation/Sale
2199	Alcohol - Other
2310	Marijuana Possession
2320	Marijuana Use

2330	Marijuana Solicitation/Sale
2340	Illicit Drug Possession
2350	Illicit Drug Use
2360	Illicit Drug Solicitation/Sale
2380	Drug Paraphernalia Possession
2399	Drugs - Other
2510	Tobacco Possession
2530	Tobacco Use
2550	Tobacco Solicitation/Sale
2599	Tobacco - Other
3330	Disruptive Behavior
3360	Obscene Behavior
3380	Insubordination
3385	Failure to Serve Sentence
3399	Behavior - Other
4410	Vandalism – School Property
4450	Vandalism – Personal Property
4499	Vandalism - Other
5110	Cumulative - Points/Demerits
5130	Cumulative - Tardies
5150	Cumulative - Warnings
5199	Cumulative - Other

APPENDIX A: CODES USED IN KAN-DIS (Cont.)

Location Classifier	
101	Classroom
105	Hallway/Stairwell

Offender/Victim Type	
1	Current Student
2	Expelled/Suspended Student

Action Taken			
110	Minor Punishment	555	Expulsion with Services, remainder of school year
180	Detention	560	Expulsion Without Services - Partial School year

110	Cafeteria
120	Gym
130	Restrooms
140	Auditorium
150	Outside
160	Stadium
199	Other On Campus
210	Sponsored Activity Off Campus
230	Sponsored Transportation
299	Other Off Campus
	Reporter
1	Student
2	Professional Staff
3	Administrator
4	Other School Staff
5	Law Enforcement Officer
6	Nonschool Personnel
7	Unknown

3	Former Student
4	Student at Different School
5	Teacher
6	Principal/Vice-Principal
7	Other Staff Member
8	Parent
9	Unknown
10	Other

Type of Weapon	
100	Handgun
200	Rifle/Shotgun
300	Other Firearm
400	Firearm component or attachment
500	Explosive/Destructive Device
600	Substance used as a Weapon
700	Knife/Cutting Instrument
999	Other Weapon

210	Conference with Student
230	Conference with Student and Parent
270	Confiscation of Contraband
310	Demerit
330	Probation
380	Restitution
410	Saturday School
450	In-school suspension
510	Removal or out-of-school suspension - with services - partial school year
515	Removal or out-of-school suspension - with services - remainder of school year.
520	Removal or out-of-school suspension - without services - partial school year
525	Removal or out-of-school suspension - without services - remainder of school year
550	Expulsion with Services - Partial School Year

Victim Injury	
1	No Injury
2	Minor Injury
3	Major Injury

565	Expulsion Without Services - Remainder of School Year.
610	Student Transfer Within District
650	Student Transfer to Another District
710	Referred to local law enforcement - No Charges
730	Referred to local law enforcement - Misdemeanor Charges
750	Referred to local law enforcement - Felony Charges
770	Referred to local law enforcement - Unknown
810	No School Response
850	Other Removal – Student Death
860	Other Removal – Incarceration
870	Other Removals – Withdrawals
999	Other

Training Examples for the Final Aggregate Reports in KAN-DIS 2012-2013

Introduction

This document contains examples of how incidents should be reported on the Safe and Drug-Free Schools (SFDS) and Individuals with Disabilities Education Act (IDEA) reports for discipline incidents.

Overview: River Valley High School

The school had six discipline incidents they were required to report on the NCLB/IDEA aggregate reports for the 2012-2013 year. The incidents involved four students.

- Student A is an 11th grader who is an IDEA student.
- Student B is a 12th grader who is not an IDEA student.
- Student C is a 10th grader who is not an IDEA student.
- Student D is a 9th grader who is not an IDEA student.

Table 1: Incident Count (N030)

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Violence with physical injury
- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

Table 1: Incident Count (N030)

Incident Count																								
District ID: D0####, Building ID: ##### - River Valley High School																								
Illicit Drug				Alcohol				Weapon				Violent Incident								Incident Count Total				Incident Grand Total
												Injury				No Injury								
ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	Oss	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	1	0	1	0	0	0	1+	1+1	1	
																				0	1=2	=2	1	5

Incident 1: Student A, Student B, and Student C were found smoking and & drinking. Student A was given an In-School Suspension, Student B was given an Out-of-School Suspension and Student C was expelled.

- Count the incident once for Drug EXP, since this was the most serious discipline reason for this incident according to the hierarchy of discipline reasons.
- Do not count the incident under Alcohol, since this is the less serious discipline reason under the hierarchy.
- Count the incident once in the Incident Count Total columns under EXP.
- In the Incident Count Grand Total column, count the incident once. This data is unduplicated.

Incident 2: Student A brings a handgun to school and receives an OSS.

- Count the Incident once under OSS for Weapon.
- In the Incident Count Total column, count the incident once under OSS.
- In the Incident Count Grand Total column, count the incident once.

Incident 3: Student A brings a rifle to school and is expelled.

- Count the incident once under EXP for Weapons.
- Count the incident once in the Incident Count Total for EXP
- Count the incident once in the Incident Grand Total.

Incident 4: Before he was expelled for smoking and drinking, Student C scratched his teacher causing only minor injuries and received an OSS.

- Count the incident once under Violence-No Injury for OSS.
- Count the incident once in the Incident Count Total Column for OSS.
- Count the incident once in the Incident Grand Total Column.

Incident 5: Student D brought a handgun to school and fired it on the school grounds. One victim sustained major injuries. The offender was arrested and incarcerated for his crime.

- Count the incident once in the OTHER column under Violent Incident - Injury.
- Count the incident once in the Incident Count Total Column for OTHER.
- Count the incident once in the Incident Grand Total Column.

Incident 6: Student B vandalized school property, causing significant damage. He was expelled for the remainder of the school year.

- Do not count the incident on Table 1 because it did not involve drugs, alcohol, weapons, or violence.

Note: River Valley High School is reporting five discipline incidents for alcohol, drugs, weapons, and/or violence in the Incident Grand Total Column.

Here is Table 1 as it will appear in KAN-DIS, without the calculations:

Incident Count					
District ID: D0###, Building ID: ##### - River Valley High School					
District ID: D0###, Building ID: # - Building	Alcohol	Weapon	Violent Incident	Incident Count Total	Incident Grand

Name												Injury				No Injury								Total
ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	Oss	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	1	0	1	0	0	0	2	2	1	5

Table 2: Student Count (N136)

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsion and other removals. Other removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

See the shaded sections in the table on the next page.

Student Count Total columns = Unduplicated Student totals by grade level for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student reported under multiple discipline reasons will be counted only once in each of these columns.

Student Count Grand Total column = Total unduplicated number of students by grade level. These data are unduplicated because a student reported under multiple Actions Taken in the Student Count Total columns will be counted only once in this column.

Total Students row = The unduplicated student count by each discipline reason (Illicit Drug, Alcohol, Weapon, Violent Incident, Other) totaled for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student will only be reported once for each discipline reason, by the most serious action taken.

The final count of **Total Students in the Student Count Grand Total column** is the unduplicated cumulative number of incidents in which students were removed from their regular education program of at least an entire school day for violence, weapons, alcohol and/or drugs.

Student Count						
District ID: D0###, Building ID: ### - Building Name						
Grade	Illicit Drug Incident Type Group 2300 or 2500	Alcohol Incident Type Group 2100	Weapon Incident Type Group 1200	Violent Incident Incident Type Group 1000		Student Count Total
				Injury Includes at least one victim with a major injury	No Injury No victim(s) with injuries or victim(s) with minor injury	

	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	
Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fourth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fifth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sixth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eighth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ninth Grade	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	1
Tenth Grade	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	1
Eleventh Grade	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	1
Twelfth Grade	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Not Graded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Students	1	1	1	0	1	1	1	0	0	0	1	1	0	0	0	1	0	1	0	0	1	1+1 =2	1+1 =2	1	4

In this table, the same students involved in the incidents reported in Table 1 are reported in Table 2 but have been listed below as individuals. The color coding of the numbers in the table shows which incident is referred to for each individual.

Student A: Student A received an ISS for drinking and smoking. (Incident 1) Later in the year the same student brought a handgun to school and received an OSS (Incident 2). On a third occasion, the student brought a rifle to school and was expelled (Incident 3).

- Count the student once in the 11th grade row for ISS under Illicit Drugs and once for ISS under Alcohol.
- Count the student in the 11th grade row in the Student Count Grand Total columns, once for ISS and once for EXP. (Omit the student's earlier Weapon OSS because he later had an expulsion for the same discipline reason – weapons.)
- Count the student once in the Total Students Row for Drug ISS, Alcohol ISS and Weapon EXP
- Count the student once in the Total Students Row, Student Count Total Columns under ISS and once under EXP.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

Student B: Student B received an OSS for drinking and smoking. (Incident 1) Later in the year the same student vandalized school property and was expelled for the remainder of the school year (Incident 6).

- Count the student once in the 12th grade row for OSS under Illicit Drugs and once for OSS under Alcohol.
- Count the student in the 12th grade row in the Student Count Total columns, once for OSS (Omit the vandalism incident because it is not related to alcohol, drugs, weapons or violence.)
- Count the student once in the 12th grade row in the Student Count Grand Total column.
- Count the student once in the Total Students Row for Drug OSS and Alcohol OSS.
- Count the student once in the Total Students Row, Student Count Total columns under OSS.

- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

Student C: Student C scratched his teacher causing only minor injuries, and received an OSS (Incident 4). Later in the year, Student C was expelled for smoking and drinking (Incident 1)

- Count the student once in the 10th grade row for OSS under Violent Incident no Injury.
- Count the student once in the 10th grade row for EXP under Drugs and once for EXP under Alcohol.
- Count the student in the 10th grade row in the Student Count Total columns, once for OSS and once for EXP.
- Count the student in the 10th grade row in the Student Count Grand Total column.
- Count the student once in the Total Students Row for Drug OSS, once for Alcohol OSS and once for Violent Incident No Injury EXP.
- Count the student once in the Total Students Row, Student Count Total Columns under OSS and once under EXP.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

Student D: Student D brought a handgun to school and shot one victim, who sustained major injuries (Incident 5). The student was arrested and incarcerated for his crime.

- Count the student once in the 9th grade row for OTHER under Weapons and once for OTHER under Violent Incident with Injury
- Count the student once in the 9th grade row for OTHER in the Student Count Total columns.
- Count the student once in the 9th grade row in the Student Count Grand Total column.
- Count the student once in the Total Students Row for Weapons OTHER and once for Violent Incident with Injury OTHER.
- Count the student once in the Total Students Row, Student Count Total Columns under OTHER.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

Note: In the final count of Total Students in the Student Count Grand Total column, River Valley High School is reporting four students were removed from their regular education program for alcohol, drugs, weapons, and/or violence.

Here is Table 2 again with the same students without the calculations:

Student Count																									
District ID: D0###, Building ID: ### - Building Name																									
Grade	Illicit Drug Incident Type Group 2300 or 2500				Alcohol Incident Type Group 2100				Weapon Incident Type Group 1200				Violent Incident Incident Type Group 1000								Student Count Total				Student Count Grand Total
													Injury Includes at least one victim with a major injury				No Injury No victim(s) with injuries or victim(s) with minor injury								
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp	Other	ISS	OSS	Exp	Other	ISS	OSS	Exp	Other	
Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Second Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Third Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fourth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fifth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sixth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Seventh Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eighth Grade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Ninth Grade	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	1	
Tenth Grade	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	1		
Eleventh Grade	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	1	
Twelfth Grade	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
Not Graded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Students	1	1	1	0	1	1	1	0	0	0	1	1	0	0	0	1	0	1	0	0	1	2		1	4

Table 3: Students Involved with Firearms (N086, N094)

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student's disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Students with Firearms					
District ID: D0###, Building ID: #### - Riverview Elementary					
Grade	Handguns	Rifles / Shotguns	Multiple Firearms	Other Firearms	Total
Kindergarten	0	0	0	0	0
First Grade	0	0	0	0	0
Second Grade	0	0	0	0	0
Third Grade	0	0	0	0	0
Fourth Grade	0	0	0	0	0
Fifth Grade	0	0	0	0	0
Sixth Grade	0	0	0	0	0
Seventh Grade	0	0	0	0	0
Eighth Grade	0	0	0	0	0
Ninth Grade	1	0	0	0	1
Tenth Grade	0	0	0	0	0
Eleventh Grade	1	1	0	0	1
Twelfth Grade	0	0	0	0	0
Not Graded	0	0	0	0	0
Total Students	1 + 1 = 2	1	0	0	1 + 1 = 2 *
Total Incidents	1 + 1 = 2	1	0	0	1 + 1 = 2

*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Table 3: (Cont.)

Incident 2: Student A brought a handgun to school and received an OSS.

- Count the student once in the 11th grade row for Handguns and once in the Total column of the 11th grade row.
- Count the student once in the Total Students row for Handguns and once in the Total column of the Total Students Row.
- Count the Incident once in the Total Incidents row for Handguns and once in the Total column of the Total Incidents Row

Incident 3: Student A brought a rifle to school and was expelled.

- Count the student once in the 11th grade row for Rifles/Shotguns, but not in the Total column for 11th grade, as he was already counted here for Incident 2.
- Count the student once in the Total Students row for Rifles/Shotgun, but not in the Total column of the Total Students Row, as he was already counted here for Incident 2.
- Count the Incident once in the Total Incidents row for Handguns and once in the Total column of the Total Incidents Row

Here is Table 3 again with the same students without the calculations:

Incident 5: Student D brought a handgun to school and injured another student. The offender was arrested and incarcerated for his crime.

- Count the student once in the 9th grade row for Handguns and once in the Total column of the 9th grade row.
- Count the student once in the Total Students row for Handguns and once in the Total column of the Total Students Row.
- Count the Incident once in the Total Incidents row for Handguns and once in the Total column of the Total Incidents Row

Note on Student A (incidents 2 and 3): If the handgun and rifle had been brought at the same time, it would be considered a “Multiple Firearms” incident and would have been reported under the Multiple Firearms Column. It would not be reported in either the handgun or rifle/shotgun columns.

Students with Firearms					
District ID: D0###, Building ID: #### - Riverview Elementary					
Grade	Handguns	Rifles / Shotguns	Multiple Firearms	Other Firearms	Total
Kindergarten	0	0	0	0	0
First Grade	0	0	0	0	0
Second Grade	0	0	0	0	0
Third Grade	0	0	0	0	0
Fourth Grade	0	0	0	0	0
Fifth Grade	0	0	0	0	0
Sixth Grade	0	0	0	0	0
Seventh Grade	0	0	0	0	0
Eighth Grade	0	0	0	0	0
Ninth Grade	1	0	0	0	1
Tenth Grade	0	0	0	0	0
Eleventh Grade	1	1	0	0	1
Twelfth Grade	0	0	0	0	0
Not Graded	0	0	0	0	0
Total Students	2	1	0	0	2*
Total Incidents	2	1	0	0	2

*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Table 4: Firearm Outcomes (N086)

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Firearm Outcomes				
District ID: D0###, Building ID: ##### - River Valley High School				
	IDEA Students	Non-IDEA Students		Total Students
Action Taken		Alternate Placement	No Alternate Placement	
Expulsion (Modified)	0	0	0	0
Expulsion (Not Modified)	1	0	0	1
Other Removal	0	0	1	1
Other Discipline Action	1	0	0	1
No Action	0	0	0	0
Total	1	0	1	2*

*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Incident 2: Student A brought a handgun to school and received an OSS.

- Count the student once in the Other Discipline Action row under IDEA Students.
- Count the student once in the Other Discipline Action row under Total Students.
- Count the student once in the Total row under IDEA Students.
- Count the student once in the Total row under Total Students.

Incident 3: Student A brought a rifle to school and was expelled without GFSA modification.

- Count the student once in the Expulsion (not modified) row under IDEA Students.
- Count the student once in the Expulsion (not modified) row under Total Students.
- Do not count the student again in the Total row for IDEA students and do not count the student again in the Total row under the Total Students Column (shaded in yellow above) because the second action taken by the school was for the same student as incident 2.

Incident 5: Student D brought a handgun to school and injured another student. The offender was arrested and incarcerated for his crime.

- Count the student once in the Other Removal row under non-IDEA Students.
- Count the student once in the Other Removal row under Total Students.
- Count the student once in the Total row of the Non-IDEA Students column.

- Count the student once in the Total row of the Total Students column (shaded in yellow above).

NOTE: Alternate placement information is only collected on Expulsions. Counts for other actions taken for non-IDEA students will display beneath the No Alternate Placement header, and those rows will be grayed out under the Alternate Placement header.

Table 5: Educational Services (N144)

Report the number of students removed for disciplinary reason from their regular school program **for the remainder of the school year or longer**, including Gun Free Schools Act removals.

Educational Services			
District ID: D0###, Building ID: ##### - River Valley High School			
	Non-IDEA Students	IDEA Students	Total Students
Services Provided	0	1	1
Services Not Provided	1	0	1
Total	1	1	1+1=2

Table 5 with Calculations

Educational Services			
District ID: D0###, Building ID: ##### - River Valley High School			
	Non-IDEA Students	IDEA Students	Total Students
Services Provided	0	1	1
Services Not Provided	1	0	1
Total	1	1	2

Table 5 as it appears without calculations

There were only two incidents for River Valley High School where students were removed for the remainder of the school year or longer.

Incident 3: Student A (an IDEA student) brings a rifle to school and is expelled with services for the remainder of the school year.

- Report Student A once in the Services Provided row under IDEA Students.
- Report Student A once in the Total row under IDEA Students.
- Report Student A once in the Services Provided row under Total Students
- Report Student A once in the Total row under Total Students.

Incident 6: Student B vandalized school property and was expelled without services for the remainder of the school year.

- Report Student B once in the Services Not Provided row under Non-IDEA Students.
- Report Student B once in the Total row under Non-IDEA Students.
- Report Student B once under Total Students in the Services Not Provided row.

- Report Student B once under Total Students in the Total row.

Table 6: Title IV Reporting

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. Truancy" is defined as violation of state, school district, or school policy in relation to attendance. "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. *Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

IMPORTANT: The first row of this report must be hand entered using the Edit link at the bottom of the table. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. **Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date.** If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

Title IV Reporting	
District ID: D0###, Building ID: ##### - River Valley High School	
Students expelled for having been convicted of or adjudicated for a criminal felony offense:	0
Students exercising the Unsafe School Choice Option and transferring to a different school within the district:	1
Students truant this school year:	1

[Incident 2:](#) As a result of the handgun incident with Student A, another parent withdrew their ninth grader from the school, exercising the Unsafe School Choice Option. That information was indicated via an EOYA record submitted to KIDS for the ninth grader with a 2 in Field D29: Special Circumstances Transfer Choice.

One student at River Valley High School was deemed truant. That information was indicated via entry of a 1 in field D24 of the EOYA record submitted to KIDS.

None of the students from River Valley High School were expelled for criminal felony offenses. If there had been such a removal, the school would report that student using manual data entry after confirming that all KIDS EOYA entries had been submitted to populate the other two fields of the report.

Table 7: IDEA Reporting

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

IMPORTANT: If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

	Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
Edit Delete	10/01/2009	9040915156	☐	☐	☒	☐	☐	0	40	0	☐
Edit Delete	09/01/2009	9040915156	☒	☐	☐	☐	☐	10	0	0	☐
Edit Delete	11/01/2009	9040915156	☐	☐	☒	☐	☐	0	0	140	☒
Insert Record			☐	☐	☐	☐	☐	0	0	0	☐

Note: incidents in this table appear sorted in the order in which they were entered and auto-populated to the report, not by incident date.

Incident 1: (2nd line of Table 7 above) Students A, B, and C were found smoking and & drinking. Student A (the only IDEA student involved) was given an ISS for 10 days for Drugs. Alcohol incidents are not reported on Table 7. Report only Student A, since students B and C are non-IDEA students.

Incident 2: (1st line of Table 7 above) Student A brings a handgun to school and receives an OSS with services for 40 days. Student A appears again, this time with a weapons incident. NOTE: Services information is collected on expulsions only, so the Services checkbox is not activated for this incident.

Incident 3: (3rd line of Table 7 above) Student A brings a rifle to school and is expelled for the remainder of the school year - 140 days. Services were provided so the Services checkbox is activated for this expulsion incident.

Table 8: Crime Matrix Reporting

	Locations, Frequencies, and Types of Criminal Acts				
	Crime	At School Normal	School Property	Supervised Normal	Supervised Outside
Edit	Felonies	1	0	0	0
Edit	Misdemeanors	0	0	0	2
Edit	Other	0	0	0	1
	Totals	1	0	0	3

Report the cumulative number of incidents that a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child.

Validation Rules for NCLB and IDEA Reports in KAN-DIS 2010-2011

Table 1: Incident Count (N030)

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Violence with physical injury
- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

Incident Count																								
District ID: D0###, Building ID: # - Building Name																								
Illicit Drug Incident Type Group 2300 or 2500				Alcohol Incident Type Group 2100				Weapon Incident Type Group 1200				Violent Incident Incident Type Group 1000								Incident Count Total Sums incidents for all discipline reasons, by removal type (ISS, OSS, EXP, OTHER)				Incident Grand Total Sums all incidents
												Injury Includes at least one victim with a major injury				No Injury No victim(s) with injuries or victim(s) with minor injury								
ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	Oss	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	

ISS= Action Taken 450 and Length in School Days > or = 1

OSS = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1

EXP = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

OTHER = Action Taken 850, 860 or 870 - Length in days is not required

Validation Rules for Table 1

1. All values must be whole integers, no alphanumerical characters.
2. The Incident Count Total column for ISS (shaded in orange above) cannot exceed the values recorded for the ISS columns by discipline reason (shaded in green above) and cannot be less than the largest value reported ISS for any individual discipline reason. The same rules apply to OSS, EXP and OTHER, respectively.
3. The Incident Grand Total column (shaded in blue above) cannot exceed the sum of the values recorded in the Incident Count Totals Columns.

Table 2: Student Count (N136)

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same

discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

Use the following hierarchy for the most serious Action Taken for the incident:

- The OTHER category of actions taken (Death, Withdrawal, and Incarceration) shall be treated as more serious than any of the expulsions or suspensions.
- An expulsion for the remainder of the school year shall be treated as more serious than an expulsion for a partial school year.
- A suspension for the remainder of the school year shall be treated as more serious than a suspension for a partial school year.
- Any expulsion is more serious than any suspension.
- Any out of school suspension is more serious than any in-school suspension.

Student Count																									
District ID: D0###, Building ID: ### - Building Name																									
Grade	Illicit Drug Incident Type Group 2300 or 2500				Alcohol Incident Type Group 2100				Weapon Incident Type Group 1200				Violent Incident Incident Type Group 1000								Student Count Total				Student Count Grand Total
													Injury Includes at least one victim with a major injury				No Injury No victim(s) with injuries or victim(s) with minor injury								
	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp.	Other	ISS	OSS	Exp	Other	ISS	OSS	Exp	Other	ISS	OSS	Exp	Other	
Twelfth Grade																									
Not Graded																									
Total Students																							*		

NOTE: This table has been shortened for ease of display. In KAN-DIS, Table 2 shows all grade levels. See pages 5-6 for an example.

ISS= Action Taken 450 and Length in School Days > or = 1

OSS = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1

EXP = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

OTHER = Action Taken 850, 860 or 870 - Length in days is not required

Student Count Total columns = Unduplicated Student totals by grade level for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student reported under multiple discipline reasons will be counted only once in each of these columns.

Student Count Grand Total column = Total unduplicated number of students by grade level. These data are unduplicated because a student reported under multiple Actions Taken in the Student Count Total columns will be counted only once in this column.

Total Students row = The unduplicated student count by each discipline reason (Illicit Drug, Alcohol, Weapon, Violent Incident, Other) totaled for each Action Taken (ISS, ISS, OSS, EXP, Other. These data are unduplicated because a student will only be reported once for each discipline reason, by the most serious action taken.

The final count of **Total Students in the Student Count Grand Total column** is the unduplicated cumulative number of incidents in which students were removed from their regular education program of at least an entire school day for violence, weapons, alcohol and/or drugs.

Validation Rules for Table 2

- 1. All values must be whole integers, no alphanumeric characters.
- 2. The student totals reported in the Total Students row (shaded in pink above) cannot exceed the values recorded for all grades (shaded in orange above) for that action taken and cannot be less than the largest value reported for any individual grade. The same rule applies to each column including Student Count Total columns.
- 3. The Student Count Totals column for OSS (shaded in purple above) cannot exceed the values recorded for OSS for all discipline reasons (shaded in blue above) for each grade level and cannot be less than the largest value reported for any individual discipline reason. The same rule applies to ISS, EXP and OTHER. The same rule applies to the final counts by Action Taken appearing in the Total Students row (shaded in pink above) for the values recorded in each column total in the Total Students row.
- 4. The Student Count Grand Total column (shaded in green above) cannot exceed the sum of the values recorded in the Student Count Totals Columns for ISS, OSS, EXP and Other.

Table 3: Students Involved with Firearms (N086, N094)

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student’s disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Students with Firearms					
District ID: D0###, Building ID: #### - Riverview Elementary					
Grade	Handguns	Rifles / Shotguns	Multiple Firearms	Other Firearms	Total
Twelfth Grade					
Not Graded					
Total Students					
Total Incidents					

NOTE: This table has been shortened for ease of display. In KAN-DIS, Table 3 shows all grade levels. See page for an example.

Grade Totals = Total number of students by grade level involved in incidents with each type of firearm

Total Students = Total number of students involved in incidents with each type of firearm.

Total Incidents = Total number of incidents involving firearms. Should not duplicate counts of incidents involving multiple students within or across grade levels.

Validation Rules for Table 3

1. All values must be whole integers, no alphanumerical characters.
2. The total number of students reported in Table 3: Students with Firearms should equal the total number of IDEA & Non-IDEA students reported in Table 4: Firearm Outcomes.
3. The student totals reported in the Total Students row (shaded in pink above) cannot exceed the values recorded for all grades for that incident type and cannot be less than the largest value reported for any individual grade.
4. The Total column (shaded in green above) cannot exceed the values recorded for all incident types for each grade level and cannot be less than the largest value reported for any individual incident type. The same rule should apply to OSS. Repeat for each column including the Total column.

Table 4: Firearm Outcomes (N086)

Note that this table should only include weapons which are used as firearms. Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. *Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Firearm Outcomes				
District ID: D0###, Building ID: ##### - River Valley High School				
	IDEA Students	Non-IDEA Students		Total Students
Action Taken		Alternate Placement	No Alternate Placement	
Expulsion (Modified)				
Expulsion (Not Modified)				
Other Removal				
Other Discipline Action				
No Action				
Total				*

*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

Validation Rules for Table 4

1. All values must be whole integers, no alphanumeric characters.
2. The student totals reported in the Total row (shaded in orange above) cannot exceed the values recorded for all actions taken for that student type and cannot be less than the largest value reported for any individual action taken.
3. The Total Students column (shaded in blue above) cannot exceed the values recorded for all student types for each action taken and cannot be less than the largest value reported for any individual student type.
4. The Total Students column for Expulsions (both modified and not modified, shaded in green above) when combined, should not exceed the Total Students reported with Weapon Expulsions in Table 2: Student Count (shaded on red in Table 2 above.)

Table 5: Educational Services (N144)

Report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.

Educational Services			
District ID: D0###, Building ID: #### - Building Name			
	Non-IDEA Students	IDEA Students	Total Students
Services Provided			
Services Not Provided			
Total			

NOTE: Removals for the remainder of the school year or longer are now being collected on individual incidents in KAN-DIS. If you are using Individual Incident Data Entry or Import, this report will pre-populate. If you are using the aggregate method of reporting, Table 5 should be edited and saved before submitting to KSDE. If you are using the aggregate method and have no removals for the remainder of the school year, simply save the report with the pre-populated zeroes and submit to KSDE.

Validation Rules for Table 5

- 1. All values must be whole integers, no alphanumerical characters.
- 2. The student totals reported in the Total row (shaded in purple above) cannot exceed the values recorded for all service statuses for that student type and cannot be less than the largest value reported for any individual service status.
- 3. The Total column (shaded in blue above) cannot exceed the values recorded for all student types and cannot be less than the largest value reported for any individual student type.

Table 6: Title IV Reporting

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truant" is defined as any student with 3 consecutive unexcused absences, 5 unexcused absences in any semester, or 7 unexcused absences in a year (whichever comes first) initially populated based upon EOYA submissions to KIDS. "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. *Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

IMPORTANT: The first row of this report must be hand entered using the Edit link at the bottom of the table. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. **Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date.** If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

Title IV Reporting	
District ID: D0####, Building ID: ##### - Building Name	
Students expelled for having been convicted of or adjudicated for a criminal felony offense:	Hand-entered by schools
Students exercising the Unsafe School Choice Option and transferring to a different school within the district:	Populated from KIDS EOYA records
Students truant this school year:	Populated from KIDS EOYA records

NOTE: The Unsafe School Choice and Truant Students sections of the report are no longer editable. They must be populated from EOYA records submitted via the KIDS system.

Validation Rules for Table 6

- 1. All values must be whole integers, no alphanumerical characters.

- The total number of “Students expelled for having been convicted of or adjudicated for a criminal felony offense” (shaded above in orange) should not exceed total number of Expulsions reported in Table 2 (See Table 2: Student Count above, marked with an *).

Table 7: IDEA Reporting

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

IMPORTANT: If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

	Incident Date	KIDS Student ID	Drug	Serious Injury	Weapon	Hearing Officer	Violation Conduct	ISS Days	OSS Days	EXP Days	Services
Edit Delete	10/01/2009	9040915156	☐	☐	☒	☐	☐	0	40	0	☐
Edit Delete	09/01/2009	9040915156	☒	☐	☐	☐	☐	10	0	0	☐
Edit Delete	11/01/2009	9040915156	☐	☐	☒	☐	☐	0	0	140	☒
Insert Record			☐	☐	☐	☐	☐	0	0	0	☐

NOTES:

Data shown in this example was created specifically for training purposes, and does not reflect actual student data.

When reporting, there should be a separate row for each student by incident, rather than one per student. In other words, if a student is involved in two incidents (even if both incidents occur on the same date), there should be two entries for that student. Likewise, if multiple students are involved in a single incident, there should be an entry for each student.

Validation Rules for Table7

1. All values must be whole integers, no alphanumerical characters.
2. Dates entered must be between 7/1 and 6/30 of the current school year.
3. ISS Days, OSS Days, Exp Days allow entry in half-day (.5 day) increments
4. Information on Services only applies to incidents with Expulsion outcomes.

Document Revision History

Version	Date	Changes
1.00	11/23/2010	• Initial document posting. There were no changes to the document from 2009-2010 to the 2010-2011 SY. Modified document to just change the dates and version number.
2.00	9/2012	• Truancy definition changed to match state guidelines • Emergency Safety Intervention Reports added and definitions • Crime Matrix table added and definitions