

## Rtl:B Database Tier 1 Incident Entry Fields

### List of Fields

(\* indicates a required field)

Field Name	Definition
Student Name*	Student's name
Grade*	Pre-K through 12
Reported By*	Staff member who witnessed the incident
Incident Date*	Date when the incident took place
Incident Time*	Time of the day when the incident occurred. Time ranges from 12AM to 11:45 PM, in 15 minute intervals (7:00, 7:15, 7:30, etc.)
Incident Type*	<b>Major</b> (Office-Managed), <b>Minor</b> (Teacher-Managed) or <b>SESIR</b> (state-defined office-managed incidents)
Location*	Location where the incident happened ( <i>see drop-down listing</i> )
Context	Type of activity taking place at the start of the incident
Problem Behavior*	Problem behavior observed during the incident. Different choices of problem behaviors are presented for Major, Minor and SESIR incidents.
Others Participating*	Others who are involved in the incident Ex. Peers, Non-Student, None etc.
Possible Motivation	Motivation of the incident Ex. To get adult attention, To avoid adult attention etc.
School-Defined Field 1	School-Defined custom field with its own drop-down menu
School-Defined Field 2	School-Defined custom field with its own drop-down menu
District-Defined Field	District-Defined custom field with its own drop-down menu (will appear for all schools)
Expectation Violated	School-Wide behavior expectations (Core Curriculum for Behavior), defined by the school
Additional Information	Additional information/description of the incident
Admin Decision*	Disciplinary Consequence for Major (office-managed) incidents
Days Suspended	Number of Days of In- or Out-of-School Suspension (increments of half days)
Other Comment	Additional comment on the incident decision made by the school administrator

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Drop-Down menus

<b>LOCATION*</b>	<b>CONTEXT</b>	<b>OTHERS PARTICIPATING*</b>	<b>MOTIVATION</b>
Bathroom	Centers	None	To <b>get adult</b> attention
Bus	Instruction (Individual)	Peers	To <b>get peer</b> attention
Bus zone	Instruction (Small Group)	Staff Assistant	To <b>get item/activity</b>
Cafeteria	Instruction (Large Group)	Teacher	To <b>avoid adult</b> attention
Classroom	Work (Individual)	Substitute	To <b>avoid peer</b> attention
Common area	Work (Partner)	Non-Student	To <b>avoid item/activity</b>
Gymnasium	Work (Group)	Other	To <b>get sensory</b>
Hall	Transition		To <b>avoid sensory</b>
Library	Unstructured Activity/Setting		
Locker room	Other		
Music room			
Off campus			
Office			
Parking lot			
Playground			
Field trip			
Stadium			
Other location			

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“Minor” (Teacher-Managed) incidents are paired with administrative decisions that do not require the involvement of the front office. Therefore, admin decisions such as corporal punishment, detention, expulsion, in-school suspension, out-of-school suspension, parent shadowing, referral to law enforcement, restraint, seclusion, Saturday school, or time in office will not be found on the menu for Minor incidents.

“Major” problem behaviors and administrative decisions may be found on the next page...

MINOR PROBLEM BEHAVIORS	MINOR ADMIN DECISIONS
Aggression	Apology
Disrespect	Conference with Parent
Disruption	Contract (earn privilege)
Dress Code	Cool Down/Break
Forgery/Theft	Curriculum Change
Inappropriate Display of Affection	Establish Prompt/Cue
Inappropriate Language	Instructional Change
Lying/Cheating	Lose class privilege
Physical Contact	Peer Mediation
Property Damage	Phone Parent
Property Misuse	Problem solving ("Conference w/ Student")
Tardy	Redirection
Teasing/Taunt	Restitution
Technology Violation	Re-Teach, Practice Expectation
Unauthorized Area	Schedule Change
Other Minor	Seat Change
School Defined Minor 1	Sent to room #
School Defined Minor 2	Time Out
District Defined Minor	Work Detail
	Other

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MAJOR PROBLEM BEHAVIORS	MAJOR ADMIN DECISIONS
Abusive Language	Apology
Aggression	Bus Suspension
Disrespect	Conference with Parent
Disruption	Contract (earn privilege)
Dress Code	Corporal Punishment
Forgery/Theft	Curriculum Change
Gang Affiliation/Display	Detention
Harassment/Teasing	Expulsion
Inappropriate Display Affection	In-School Suspension
Lying/Cheating	Instructional Change
Phys. Contact	Lose class privilege
Possession/ Use of combustibles	Out-of-School Suspension
Property Damage < \$1000	Parent Shadowing/Report
Property Misuse	Peer Court
Tardy	Peer Mediation
Technology Violation	Phone Parent
Truancy/Skipping	Problem solving ("Conference w/ Student)
Unauthorized Area	Referral to Law Enforcement
Major Other	Restitution
School Defined Major 1	Restraint
School Defined Major 2	Re-Teach, Practice Expectation
District Defined Major	Sat. School
	Schedule Change
	Seclusion
	Time in Office
	Work Detail
	Other
	District Defined Admin Decision

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SESIR INCIDENTS	SESIR ADMIN DECISIONS
Alcohol [ALC, L4]	SESIR Admin Decisions are the same as used for "Major" problem behaviors
Arson [ARS, L1]	
Battery [BAT, L1]	
Break & Enter/Burglary [BRK, L2]	
Bullying [BUL, L4]	
Disruption on Campus [DOC, L3]	
Drug Sale/Distribution [DRD, L2]	
Drug Use/Possession [DRU, L3]	
Fighting [FIT, L3]	
Harassment [HAR, L4]	
Hazing [HAZ, L3]	
Homicide [HOM, L1]	
Kidnapping [KID, L1]	
Larceny/Theft (<\$300) [STL, L3]	
Physical Attack [PHA, L2]	
Robbery [ROB, L2]	
Sexual Assault [SXA, L2]	
Sexual Battery [SXB, L1]	
Sexual Harassment [SXH, L3]	
Sexual Offenses [SXO, L3]	
Threat/Intimidation [TRE, L3]	
Tobacco [TBC, L4]	
Trespassing [TRS, L2]	
Unsubstantiated Bullying [UBL]	
Unsubstantiated Harassment [UHR]	
Vandalism (>\$1,000) [VAN, L3]	
Weapons [WPO, L2]	
Other Major [OMC, L3]	

END