Reporting Behavior
Guidance

Determining what incidents of violent and harmful behavior to report in Synergy for the 2018-19 school year

Incidents of violent and harmful behavior by or against students are to be reported to the Maine Department of Education on the Student Discipline screen in Synergy (see 20-A MRSA §254, sub-§11).

Reportable incidents will be interpreted relative to the SAU's adoption of its Student Code of Conduct and disciplinary policies (see 20-A MRSA §1001, sub-§15, and sub-§15-A).

Please follow the Department's guidance to ensure that student behavior (behavior and bullying) are accurately reported.
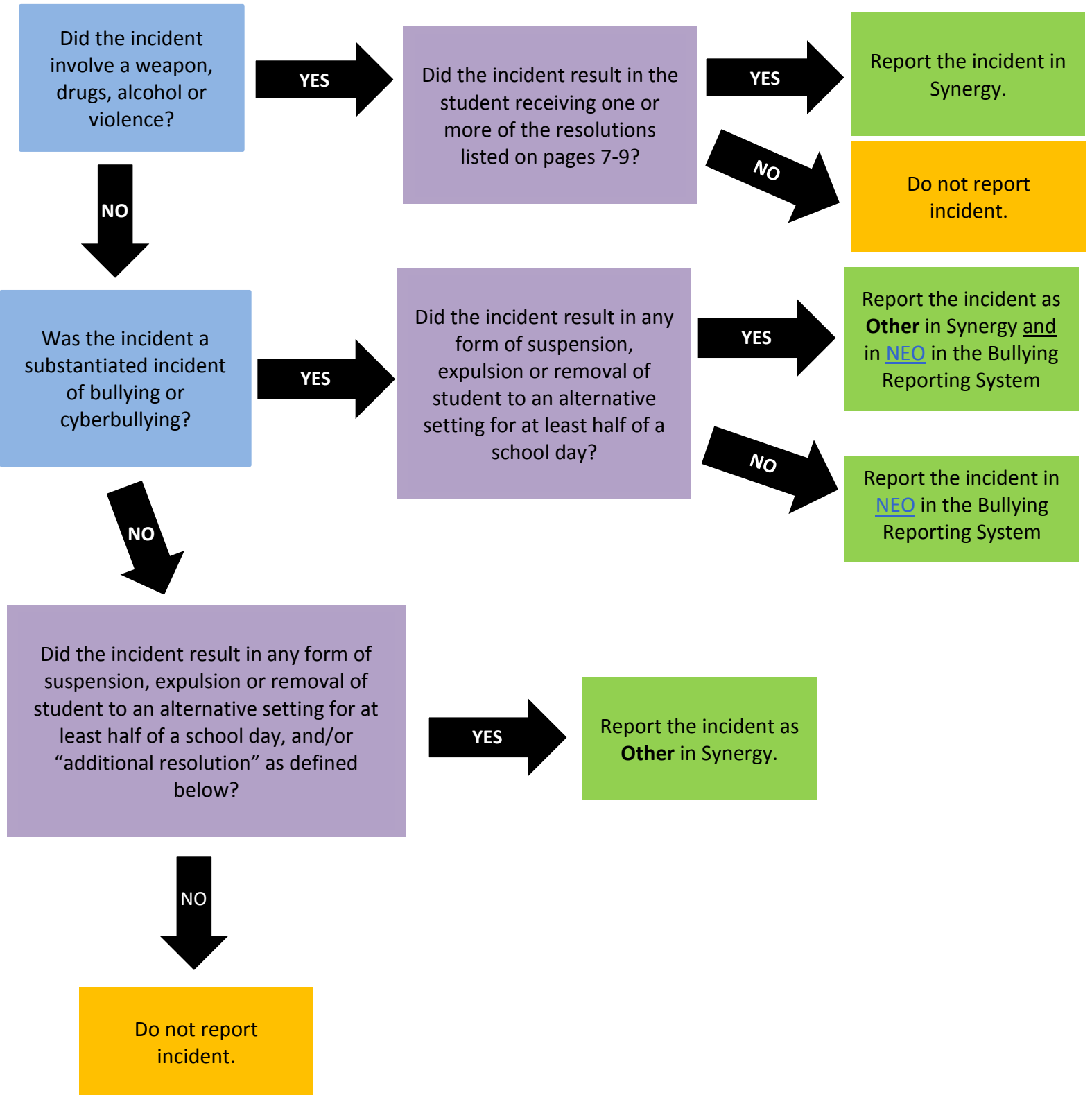
The data will identify student behavior that is disruptive to the peace and usefulness of the school as well as the instructional and environmental supports and school practices that are designed to strengthen relationships, improve the connection to school, promote a sense of accountability, and find opportunities to repair harm that has been caused through misbehavior. The Department will use this data in its efforts related to school improvement under the Every Student Succeeds Act.

Deciding When to Report

An incident is reportable on the Synergy Discipline screen when:

- The incident is:
  - Illicit Drug Related
  - Alcohol Related
  - Weapons Possession
  - Violence with Physical Injury
  - Violence without Physical Injury
  - Other – NOT Drug, Alcohol, Weapons, or Violence Related
- The student is:
  - suspended out of school;
  - supervised during an in-school suspension;
  - placed in an alternative education setting by school personnel;
  - placed in an alternative education setting by a hearing officer;
  - expelled with services; and/or
  - expelled without services from the regular educational setting *for at least a half of a school day*,
  - and/or the student receives a consequence identified as an "additional resolution."*

Flow Chart

Did the incident involve a weapon, drugs, alcohol or violence?

→ **YES** → **Did the incident result in the student receiving one or more of the resolutions listed on pages 7-9?**

→ **YES** → Report the incident in Synergy.

→ **NO** → Do not report incident.

↓ **NO**

Was the incident a substantiated incident of bullying or cyberbullying?

→ **YES** → **Did the incident result in any form of suspension, expulsion or removal of student to an alternative setting for at least half of a school day?**

→ **YES** → Report the incident as **Other** in Synergy and in NEO in the Bullying Reporting System

→ **NO** → Report the incident in NEO in the Bullying Reporting System

↓ **NO**

Did the incident result in any form of suspension, expulsion or removal of student to an alternative setting for at least half of a school day, and/or "additional resolution" as defined below?

→ **YES** → Report the incident as **Other** in Synergy.
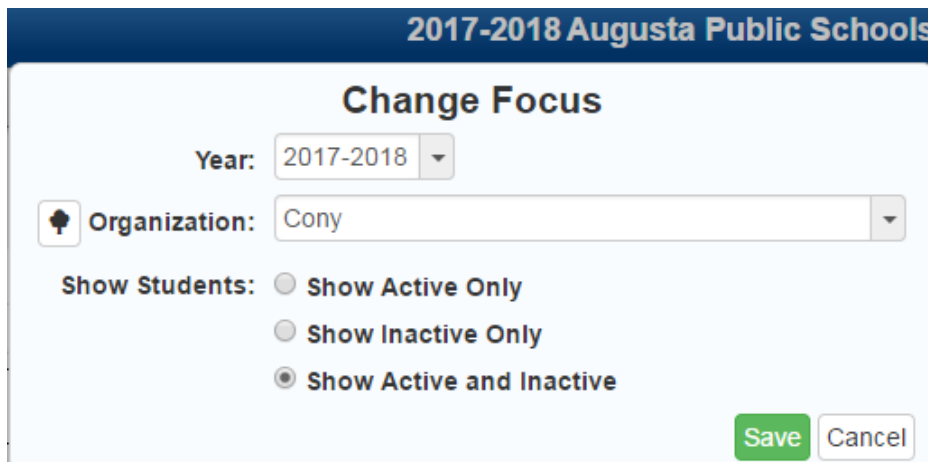
↓ **NO**

Do not report incident.

Description of Flow Chart

Did the incident involve a weapon, drugs, alcohol, or violence?
- If **yes**, did the incident result in the student receiving one or more of the resolutions listed on pages 7-9?
    - If **yes,** report the incident in Synergy.
    - If **no,** do not report the incident.
- If **no**, was the incident a substantiated incident of bullying or cyberbullying?
    - If **yes**, did the incident result in any form of suspension, expulsion or removal of the student to an alternative setting for at least half of a school day?
        - If **yes**, report the incident as OTHER in Synergy <u>and</u> in NEO in the Bullying Reporting System.
        - If **no**, report the incident in NEO in the Bullying Reporting System.
    - If **no**, did the incident result in any form of suspension, expulsion or removal of the student to an alternative setting for at least half of a school day, and/or "additional resolution" as defined below?
        - If **yes**, report the incident as OTHER in Synergy.
        - If **no**, do not report the incident.

Quick-Adding a Discipline Record in Synergy

1. In the top right, click **2018-19** and the Change Focus box appears.

2. Select the following in the Change Focus box:

   **Year**: 2018 -2019

   Organization: Choose your school (the example picture shows Cony)

   **Show Students**: Show Active and Inactive

Click **Save**.

3. Go to the Student Discipline screen.

 In the pad tree, click the arrow next to Synergy SIS to expand.
 Click the arrow next to Discipline to expand.
 Click Student Discipline.
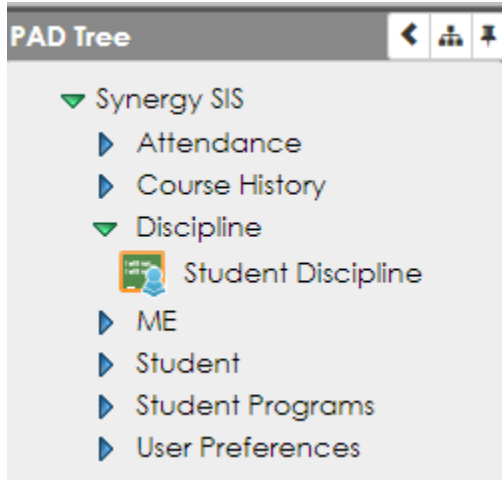
4. Locate the student to modify.

 Type in the student's Last Name and First Name or State ID. Click **Find**.
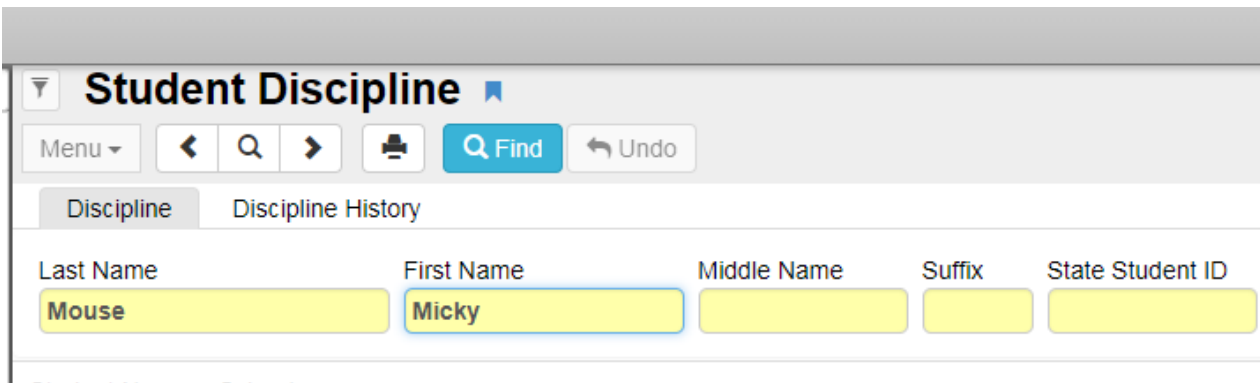
5. Click **Add**. The Student Discipline Detail Add screen will appear.
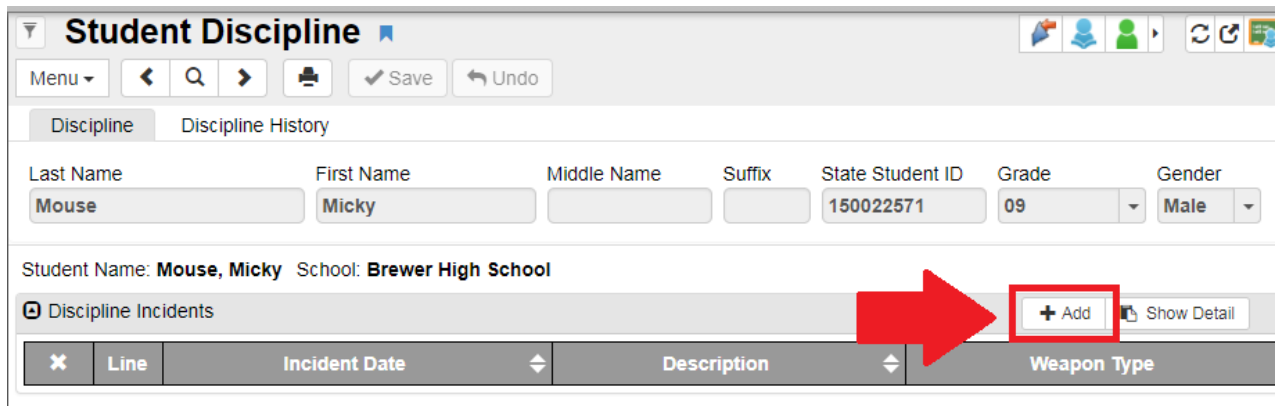
6. Select the Incident Type and Incident Date:

Student Discipline Detail Add

Student Name: **Mouse, Micky**

✔ Save   ✖ Close

Incident Type

[   ] ▾

Incident Date

03/09/2018 📅

7. Click **Add** and a new row will appear.

Student Discipline Detail Add

Student Name: **Mouse, Micky**

✔ Save   ✖ Close

Incident Type

[   ] ▾

Incident Date

03/09/2018 📅

⊖ Resolution   ➕ Add

✖	Line	Resolution Type ⬍	Resolution Duration
◼	1	▾	

8. Select the Resolution and Resolution Duration, if the Resolution results in number of Days:

Student Discipline Detail Add

Student Name: **Mouse, Micky**

✔ Save   ✖ Close

Incident Type

Alcohol related ▾

Incident Date

03/09/2018 📅

⊖ Resolution   ➕ Add   ...

✖	Line	Resolution Type ⬍	Resolution Duration ⬍
◼	1	Out of School Suspensions ▾	3.0

Click **save**.

Definition of Discipline Incidents

Incident	Synergy Code	Definition
Illicit drug related	DrugRelated	Drug-related incidents are incidents involving possession or use of substances that include tobacco or illicit drugs (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). Drug-related incidents will include illicit drugs possession on school grounds, being under the influence of illicit drugs on school grounds, tobacco possession or use on school grounds, trafficking or possession for sale of illicit drugs on school grounds.
Alcohol related	AlcoholRelated	Incidents where students possessed or used alcohol on school grounds or were under the influence of alcohol while on school grounds.
Weapons possession	WeaponsPossession	Weapons possession is the possession of the following or similar items: handgun, shotgun or rifle, other type of firearm (e.g. devices designed to expel a projectile, grenade, explosive), knife, other sharp object (e.g. razor blade, ice pick, Chinese star), other object (chain, brass knuckle, billy club, stun gun), or substance used as a weapon (mace, tear gas).
Violent Incident (with Physical Injury)	WithPhysicalInjury	Any physically violent incident with injury where one or more students, school personnel, or other persons on school grounds require professional medical attention.
Violent Incident (without Physical Injury)	WithoutPhysicalInjury	Incidents involving violent behavior or the threat of violent behavior but that did not result in the need for professional medical attention.
Other	Other	Other - NOT related to illicit drug, alcohol, weapons possession, and/or violence is the reason why the student was disciplined.

Definitions of Resolutions

<u>All actions and/or interventions</u> taken to resolve an incident must be reported; not just a final resolution.

Resolution	Synergy Code	Definition
Out of School Suspensions	OutOfSchool	Instances in which a student is temporarily removed from his or her regular school for disciplinary purposes to another setting for at least a half of a school day. This includes both removals in which no IEP services are provided because the removal is 10 days or less, as well as removals in which the child continues to receive services according to his or her IEP.
In School Suspensions	InSchool	Instances in which a student is temporarily removed from his or her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel for at least a half of a school day. Direct supervision means school personnel are physically in the same location as students under their supervision.
Removal to an interim alternative educational setting by School Personnel	REMDW	An appropriate setting determined by the student's IEP team in which the student is placed for no more than 45 school days. This setting enables the student to continue to receive educational services and participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not reoccur.
Removal to an interim alternative educational setting by a Hearing Officer	REMHO	Instances in which an impartial hearing officer orders the removal of a student with disabilities from his or her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the student's current placement is substantially likely to result in injury to the student or others. The IEP team is responsible for determining the interim alternative educational setting.

Expulsion with services	EXPSERV	Action taken by the school board removing a student from his or her regular school for disciplinary purposes for a specific period of time not to exceed the total number of instructional days approved by the school board for the current school year, **or** for an unspecified period of time with the authorization that the superintendent provides the expelled student with a reentry plan. Educational services ARE provided to the student during the expulsion period. This includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.
Expulsion without services	EXPWOSERV	Action taken by the school board removing a student from his or her regular school for disciplinary purposes for a specific period of time not to exceed the total number of instructional days approved by the school board for the current school year, or for an unspecified period of time with the authorization that the superintendent provides the expelled student with a reentry plan. Educational services ARE NOT provided to the student during the expulsion period. This includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.
Resolution Types highlighted in green are for firearms possession incidents only		
Expulsion modified to less than one year with educational services under IDEA	EXPMOD	Expulsion modified to less than one year with educational services under IDEA was the methods used to discipline student(s) who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion with educational services under IDEA	EXPNOTMOD	One year expulsion with educational services under IDEA was the methods used to discipline student(s) who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion and no educational services	EXPNOTMODNOALT	One year expulsion and no educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
Expulsion modified to less than one year with educational services	EXPMODALT	Expulsion modified to less than one year with educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.

Expulsion modified to less than one year without educational services	EXPMODNOALT	Expulsion modified to less than one year without educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion and educational services	EXPALT	One year expulsion and educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
Additional Resolutions		
Community service	03076	Community service is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Juvenile justice referral	03088	Juvenile justice referral is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Law enforcement referral	03089	Law enforcement referral is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Restitution	03094	Restitution is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Substance abuse counseling mandated	03097	Substance abuse counseling mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Substance abuse treatment mandated	03098	Substance abuse treatment mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Conflict resolution or anger management services mandated	03080	Conflict resolution or anger management services mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s)
Counseling mandated	03082	Counseling mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).

Contact for Questions

Should you have questions on what to report, when to report or how to categorize a behavior incident, please contact Sarah Adkins, Student Assistance Coordinator at the Maine Department of Education, 624-6685 or email sarah.adkins@maine.gov.

Should you have any issues accessing Synergy State Edition or the Behavior Management tab within Synergy State Edition, please contact the MEDMS Helpdesk at 624-6896 or email at MEDMS.helpdesk@maine.gov.

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