Wellbeing – Core Data Objects

When referring to wellbeing data, we identify the following objects as essential assets:

- Incidents
- Suspensions
- Detentions
- Levels
- Plans

Student Plans are a complex area and perhaps better subject of a latter discussion topic.

Incidents

An incident is the most central record kept in a wellbeing context. It generally falls into a **Positive** or **Negative** behavior classification. It may also be used to record other related data, such as non-completion of tasks, critical incident records or any other purpose a school may see fit. These are generally **Neutral** or **Data Record** types within our classification framework. Schools/jurisdictions can add their own local classification types.

It's key attributes:

1. **Incident Number/ID** - a unique identifier for the incident. Typically a sequentially incrementing number, unique to the site.
2. **Category** - the classification of incident record (e.g. Positive, Negative, Data Record/Neutral, N-Award (NSW specific). Generally a category also provides a colour to attach a visual connotation to the incident.
3. **Teacher** - identifies the staff member who is completing the incident record. Often just a selection but could be linked to a SIF person?
4. **Location** - records where the incident occurred. Single select list of values.
5. **Creation Timestamp** – when the record was created
6. **Date** - date the incident occurred.
7. **Time/Period** - records when an incident occurred. Usually a selection with values such as Before School, Period 1, Morning Session, Recess, Lunch … rather than a specific time, to facilitate roll up reporting against this time more practically.
8. **Subject** – the subject the incident relates to (mainly used with N-Award style warnings i.e. course related official warnings)
9. **Confidential** – Boolean flag indicating if the incident is confidential or not.
10. **Type** - a single selection from a list of values that relates to the category. (E.g. Under Negative, could be: Behaviour, Attendance, … or in some cases is just Major / Minor; positive might have: Academic, Sport, …)
11. **Persons Involved –** List of people who was involved in the incident. Usually a list of students, staff members, possibly other individuals. An individuals involvement is classified as *"involved", "witness"* or *"victim".* The 'involved' is the default state for any associated person.
12. **Incident Details**: This captures the record of what happened. A multi-selection list of values that describe the behaviour. These values can just be straight list values, or can be a direct list of values, or a list of values which then have child values attached.
13. **Incident Follow Ups**: This captures the consequences similar to Incident Details, this can be a list of values which may have sub selections and/or additional data hanging off them. May also have some other objects associated, such as Detention, Suspension, Level, etc.
14. **Status** - Tracks the completion status of the incident. Typically has built in values of "In Progress" or "Complete". We offer an extended status where a

list of school defined values can be attached to this where schools want a more granular definition.
15. **Description** – A plain text description of what happened (freeform text)
16. **Actions** – A plain text description of follow up action (freeform text)

An incident record can also have these elements (which are possibly out of scope for SIF):

- Attachments – Any file type attachment
- Letters – A letter is often generated as a consequence of an incident to notify parents. This may be more generally thought of as correspondence. It might be more appropriate for SIF to know who was notified and by what means, or that there has simply been a notification occur?

The following could be beneficial to capture in defined code sets:

- Category (Positive, Negative, Data Record/Neutral, Official Warning [N-Award etc], user defined)
- Type – grouped based on category, currently varies by jurisdiction
- Details – grouped by type, currently varies by jurisdiction
- Follow Up Actions – grouped by category, currently varies by jurisdiction

Each of these would be needing to cater for potential "school-defined" values which may not exist in the SIF code sets.

Sample Incident Object

Incident #12345

Date: 22/6/2016
Created: 23/6/2016 14:22:00

Category: Negative
Type: Bullying
Period: Recess
Location: Assembly Area
Subject: <null>
Confidential: No
Status: Incomplete > Sent to Deputy

Persons Involved:
- John Smith (Student, involved)
- Sally Smith (Student, witness)
- Sarah Smith (Student, victim)
- John Jones (Staff, witness)

Incident Details:
- Physical -> Kicking, Punching
- Verbal
- Cyber Bullying -> Social Media

Description:
John had a fight with Sarah in the playground and then punched her and pushed her to the ground. He filmed a video of it on his phone while he was kicking and swearing at her and then uploaded it to Facebook. Sarah witnessed this happening as did John.

Incident Follow Ups:
- Detention > Lunch @ 25/6/2016
- Notification > Deputy Principal

Actions:
John has been placed on detention and the incident referred to the deputy for further handling.

Suspensions

Suspensions are important enterprise data records that need to be kept at a jurisdiction level, however often the essential fields vary between jurisdictions. This area is likely to need to involve jurisdiction level involvement to capture what they require from such a record. This may involve agreeing to what the 'standard' requirements of a suspension record are, and what 'extended' attributes are then added on a jurisdictional basis.

Suspensions are usually heavily enshrined in policy within each jurisdiction.

Key elements:

1. **Category–** We define a suspension record to fall into *Short, Long, In School* or *Explusion.* The definition of Short/Long is varied between jurisdictions.
    a. Short and Long have attendance-related implications, as they link to students being ABSENT from school for suspension reasons.
    b. In School is usually NOT formally recognised by a jurisdiction but managed at a school level where the student is temporarily withdrawn from normal classes.
    c. Explusion means the student's attendance at a school is terminated.
2. **Type –** The Type is usually a single value from a jursidctional-defined list of official values, usually tied specifically to the type (Short/Long/Explusion).
3. **Start Date –** the date the suspension period begins.
4. **Duration –** The duration of the suspension. In some jurisdiction this can be in half days.
5. **Advisement Date –** The date parent/carers were officially notified. Can be NULL.
6. **Resolution Meeting Date & Time –** The date and time at which a meeting with the student's parents/carers was held to resolve the suspension.
7. **Early Return to School –** The date at which the student was permitted to return to school earlier than the agreed duration would have allowed. Can be NULL.
8. **Student** – The Ref ID of the student who was suspended.
9. **Comment –** Any additional notes (free form text)
10. **Status –** Resolved or Unresolved (Boolean). Indicates whether
11. **Resolution Notes –** Comments about how the suspension has been resolved.

Additional attributes that are captured for each suspension in NSW, for instance, are:

Is this the student's first suspension in 12 months (Y/N)
Is this student in a behavioural support class? (Y/N)

Sample Suspension Object

Suspension Object

Date: 22/6/2016
Created: 23/6/2016 14:22:00

Category: Long
Type: Physical Violence
Start Date: 23/6/2016
Duration: 20 (days)
Advisement Date: 22/6/2016
Resolution Meeting Date & Time: 30/6/2016 at 10:00am
Early Return to School: NULL

Student: John Smith <Ref ID …>

Comment:
John was being repeatedly teased which led to him having a violent outburst and assaulting Alice who was teasing him. Alice had serious injuries requiring hospitalisation.

Status: Resolved
Resolution Notes:
Student returned to school with a new behavior management plan to handle difficult situations and avoid his behavior escalating to such levels.

A suspension record would typically have a list of associated attendance records.

Expulsions could arguably be considered a different record type, but record the same details.

The following could be beneficial to capture in defined code sets:

- Category (short, long, expulsion, in-school, ??other??)
- Type – grouped based on category, currently varies by jurisdiction

Detentions

Detentions are usually a school managed system, so are likely a lesser requirement to standardize – but if there is any interest here's how we see it.

Key elements:

1. **Detention Type** – typically Classroom, Recess, Lunch, After School, Saturday
2. **Date –** the date of the detention
3. **Room –** optional, where the detention will be held
4. **Student –** the student being placed on detention
5. **Comment –** free form text
6. **Attendance –** did the student attend? (Y/N/Not Marked)

Sample Detention Object

Detention Object

Detention Type: Lunch
Date: 29/6/2016
Room: NULL
Student: John Smith <Ref ID ...>
Comment:
John did not complete his homework

Attendance: Y

Possibly code sets around detention types may be useful if this is standardised.

Levels

Levels are generally a school-specific system rather than codified in any jurisdictional policy however tie into wellbeing and behavior. They can operate as a purely negative, purely positive, or a hybrid approach.

Levels usually work on a progression of student behavior. For instance, in a "hybrid" approach, a set levels may exist that look like this:

> 3: Gold – exemplary student positive behaviour
> 2: Silver – above average level of positive behaviour
> 1: Bronze – basic level of positive behavior attainment
> 0: No Level – default starting point
> -1: Level 1 – first misdemeanour
> -2: Level 2 – repeated misdemeanours
> -3: Level 3 – Student is suspended when reaching this level
> -4: Level 4 – Student is expelled

Each might initially start at 0, and depending on their behavior patterns, move up or down the level hierarchy. While it is generally seen as a progression (which in a purely negative or purely positive system, the student moves up or down in response to their behavior), usually severe extremes can cause a student to skip a level.

Students will typically spend a default period of time on a given level – e.g. after a serious misdemeanor, they may be placed on Level 2 for 10 days – during that time they might have to have their behavior in class "signed off" on by their classroom teacher, effectively like a "good behavior" bond. At the end of that time period, they may automatically drop back one or more levels, or back to "no level", or it may be flagged for manual review. These practices vary greatly by school.

The most important part is the notion that a student can be on a level – this is usually the data that schools might be interested in sharing between systems. The business practices as to when they move/etc would largely be contained to the "host" system.

Key elements of a Level:

1. **Level Name –** the name of the level (e.g. Level 1, Level 2, etc)
2. **Sequence –** a signed integer indicating where the level sits within the sequence. Below 0 is implied as negative
3. **Default Expiry –** a period after which the window expires by default. Can be NULL to indicate no default expiry time. Integer in number of days.
4. **Description –** a description of the level/its use

Key elements of a StudentLevel:

5. **Student –** the student being placed on a level
6. **Date Placed –** the date of the level takes effect
7. **Date Expires –** when the level expires (can be NULL to indicate it holds indefinitely)
8. **Resolved –** Boolean to indicate if the level has been resolved
9. **Comment –** free form text

Sample Level Object

> **Level Object**
>
> **Level Name:** Level 1
> **Sequence:** -1
> **Default Expiry: 5** (days)
> **Description:** Students are placed on Level 1 after their first misdemeanour

Possibly code sets around level types may be useful if this is standardised.

Sample StudentLevel Object

> **StudentLevel Object**
>
> **Student:** John Smith
> **Date Placed:** 4/9/2016
> **Date Expires:** 9/9/2016
> **Resolved:** Y
> **Comment:** John has been misbehaving in class