

FREQUENTLY ASKED QUESTIONS

- Must all incidents or offenses be reported? All incidents that involve one of the required offense codes must be reported, even if no disciplinary sanction is imposed.
- Must all suspensions or expulsions be reported? Any incident that results in one of the disciplinary sanctions listed must be reported, even if the offense(s) is not one of the required or optional offenses listed.
- How are student identifiers assigned? Individual student identifiers are assigned by the school division; it is up to each division to decide how to assign these identifiers.
- What is the difference between the enrolled division and school and the incident division and school? Students are all enrolled in a division and a school. These must be reported. The incident a student is involved in might occur in a division and school that are different from the one in which the student is enrolled. Accurate reporting of this information will help ensure that school divisions are not credited on the school report card with incidents that did not occur in their schools but may have involved their students.
- What is an incident code? The **incident code** is a code that the division creates that will identify and link all students who are involved in a single incident. A new incident code is generated for each separate incident. When more than one student is involved in an incident, then all students involved are assigned the same incident code. This code can be as simple as a number that starts with one for the first incident of the year and then is increased by one for each incident. If several persons in a school are maintaining discipline information, they may want to precede a number with their initials for individual tracking. Since a fight always involves two or more students, such incidents will always have the same incident codes. This will allow the Department of Education to accurately record the number of incidents that occur in a school or division, so each reported offense or sanction is not counted as a separate incident.
- What are the required and optional offense codes? The **offense code** is one of the three-digit or five-digit numbers provided on the Offense Codes Listing. You may use either the required or the option code in you report. Where a student is involved in multiple offenses during any

incident, the report allows for a maximum of five codes to be reported under Offense Code 1 - Offense Code 5 for each student involved in an incident. The offense codes provide two levels of detail. School divisions are only obligated to use required codes. The required codes meet state and federal requirements. For example, alcohol offenses must be reported, but more detailed offenses such as use of alcohol versus possession of alcohol are optional and would be useful in local planning to address alcohol use in the school division. The optional codes may assist localities in keeping more specific data locally.

- Can more than one student be involved in a single incident? Yes. Data should be reported for each student involved and one incident code is assigned.
- Should school divisions report incidents that involve students from different schools in the same division or students from another school division? Yes. This may involve more communication between schools and between divisions, but it is possible that a student from one division may be involved in an incident at another division. If information on the student can be obtained, it should be reported. If information on a student is not available (e.g. student identifier, DOB, grade, etc.) report this student as "U", an unknown individual (see sample spreadsheet). This type of incident might also involve a person who is not a student. Data reported for this individual should reflect a non-student, "N".
- Should incidents be reported when it is not known who or how many individuals were involved? Yes. For example, a gun may be found in a school but it is not known who the owner is or how the gun got into the school. Data reported should indicate that a weapon (firearm) was confiscated but all individual data for this incident should be left blank (see sample spreadsheet).
- How do the *Incident Code* and the *Offense Code* differ? The offense codes reported will be based on whatever behavior is exhibited by a student or students in a particular incident, potentially up to five offenses for any individual student (see above). The incident code is an identifier unique to each incident that will allow for an unduplicated count of incidents (see above).
- Should in-school suspension(s) be reported? No. There is no federal or state requirement that in-school suspension be reported. If a disciplinary sanction is imposed, only report those listed.
- What if the suspension or expulsion imposed is for an indeterminate period? Report the number of days, even if it's only an estimate.