

ATTACHMENT FOR SUPERINTENDENT'S MEMORANDUM #47 ADMINISTRATIVE

DEFINITIONS FOR DATA ELEMENTS

Virginia Department of Education  
Discipline, Crime and Violence Reporting for 1999-2000

**Student Identifier:** A unique identifier locally assigned within a school to identify a specific student. One identifier is to be used to report all incidents for a student even if he/she is involved in multiple incidents. This is the one field that is required to produce an unduplicated count of students. If this is a non-student, this field should show **N** to indicate that the offender was not a student enrolled in any public school in the state. If evidence is found, i.e., a weapon, drugs, vandalism, etc., and the offender is not known, this field should show **U** to indicate that the offender is unknown.

**Enrolled Division Number:** The state-assigned three-digit division number for the school division where the student is officially enrolled in school. The division where the student is enrolled should report an offense to avoid duplicate reporting.

**Enrolled School Number:** The state-assigned four-digit school number for the school where this student is officially enrolled. The school where the student is enrolled should report an offense to avoid duplicate reporting.

**Incident Division Number:** The state-assigned three-digit division number for the school division where this incident occurred.

**Incident School Number:** The state-assigned four-digit school number for the school where this incident occurred.

**Grade:** A student's enrolled grade/non-student at time of incident - PK=pre-kindergarten; KG=kindergarten; 01=grade 1; 02=grade 2; 03=grade 3; 04=grade 4; 05=grade 5; 06=grade 6; 07=grade 7; 08=grade 8; 09=grade 9; 10=grade 10; 11=grade 11; 12=grade 12; UG=ungraded; PG=post-graduate; NS=non-student or unknown student.

**Spec. Ed. Code:** A unique code to identify student's special education disability - EMR=educable mental retardation; TMR=trainable mental retardation; SPD=severe profound disabilities; HI=hearing impairments; SLI=speech/language impairments; VI=visual impairments; ED=emotional disturbance; OHI=other health impairments; SLD=severe learning disabilities; DB=deaf-blindness; MD=multiple disabilities; AUT=autism; TBI=traumatic brain injury; DD=developmentally delayed.

**Student's Date of Birth:** Date of birth entered as mm/dd/yyyy.

**Racial/Ethnic Code:** 01=Native American; 02=Asian/Pacific Islander; 03=Hispanic; 04=Black (Non-Hispanic); 05=White (Non-Hispanic).

**Gender:** F=female; M=male.

**Incident Date:** The date that the incident occurred should be entered as mm/dd/yyyy.

**Incident Code:** A unique code locally assigned within a school to identify a specific incident. One code is used on the report for all students involved in a particular incident. This is one of the key fields that links incident records to student records. If multiple students were involved in an incident, then all students would be assigned the same incident code. Since fighting always involves two or more students, you will have multiple records with the same incident code anytime you report an offense code for fighting. This incident code can be as simple as a sequentially generated number that is incremented by one each time a new incident is reported (be sure to duplicate number on all student records when more than one student is involved in the incident). This code may include characters plus numbers if, for example, staff members want to include initials as part of their own numbering system where more than one person is working with maintaining discipline data.

**Offense Code 1 through Offense Code 5:** Refer to listing of Offense Codes and Definitions. Offenses that must be reported include any offense listed on the offense codes that has a required code as well as other offenses for which a student is suspended under local guidelines. For the majority of students there is only one offense reported (offense code 1), but space has been included to report up to five different offenses that the student may have been involved in for this one incident. For example, during a fight one student may have threatened the teacher who tried to break up the fight; so two offenses are reported for this student—(1) fighting and (2) threatening a staff member.

**Number of firearms that were confiscated:** Report the number of firearms that were confiscated in any incident. If a firearm is found or confiscated but cannot be linked to a student, then report the number of firearms for this incident with a student identifier of **U** for unknown, report the incident school but leave the enrolled school blank.

**Number of non-firearm weapons that were confiscated from this student:**

Report the number of non-firearm weapons that were confiscated from this student. If a weapon is found/confiscated but cannot be linked to a specific student, then report the number of non-firearm weapons for this incident with a student identifier of **U** for unknown and leave enrolled school blank.

**Final Division Discipline/Sanction:** 02=short-term suspension (out-of-school); 03=long-term suspension (out-of-school); 04=expulsion; 05= special education interim placement-LEA decision; 06=special education interim placement-hearing officer decision; 07=alternative education.

**Number of Days Suspended/Expelled:** numeric (000-maximum school days); 365=one-year suspension; 888=one-year suspension, but shortened by chief administering officer of LEA under modification provisions of GFSA; 999=permanent suspension/expulsion.

## NARRATIVE FOR SAMPLE SPREADSHEET

### SAMPLE INCIDENTS FOR 1999-2000 DISCIPLINE, CRIME, AND VIOLENCE REPORT

1. In Sunnydale County Public Schools (code 304), at Happyville Middle School (code 2032), a seventh grade, 13-year-old, white male threatened a teacher (code T11--Threat/Intimidation) on September 18, 1999. He received a discipline/sanction of short-term suspension (code 02) for three days. **(See row 6 on the spreadsheet.)**

**This incident included one regular education student (non-special education student) who committed a single offense, and no weapon was involved.**

2. In Sunnydale County Public Schools (code 304), at Easy Street Combined School (code 1050), a ninth grade, 14-year-old, Hispanic female special education student (code SLD--identified disability of Specific Learning Disability) committed a battery against a staff member (code BA1 - Battery/Assault) on October 1, 1999. It was also discovered during the incident, that the girl had been using alcohol (code ALC01). *(Note here that the school division decided to report the optional code specific for Alcohol Use rather than the required code of AL1 for Alcohol. School divisions may use either the required or optional offense codes, and the file may include a mix of required and optional offense codes.)* She received a discipline/sanction of a special education, interim, alternative placement (code 05 - placement determined by the school division) for 45 days. **(See row 8 on the spreadsheet.)**

**This incident included one special education student who committed multiple offenses, and no weapon was involved. Note that multiple offenses are reported--offense code 1 is BA1 and offense code 2 is ALC01 (they do not need to be ranked or listed in any specific order).**

3. In Sunnydale County Public Schools (code 304), two students at Sunny Skies High School (code 0050) were involved in a fight on the bus on October 5, 1999.

The first student involved was an 18-year-old, black male, eleventh grade special education student (code OHI--Other Health Impairments). This student was charged with fighting which caused serious injuries (code FA1--Fighting, serious injuries). It was also determined that he had used marijuana (code DRG07--Marijuana Use). *(Note here that the school chooses to use the optional code that specifies marijuana use rather than the code of DR1 for any drug offense.)* He received a

discipline/sanction of placement in an alternative program (code 07) for 60 days. **(See row 10 on the spreadsheet.)**

The second student involved was an 18-year-old, white male, twelfth grade regular education student (non-special education student, so leave special education code blank). This student was charged with fighting which caused minor injuries (code FA2--Fighting, minor injuries) and also with bringing a handgun to school (code WP1--bringing a handgun to school/school event). The handgun was confiscated, so report that one weapon was confiscated. He received a discipline/sanction of expulsion (code 04) for permanent expulsion from school (code 999). **(See row 12 on the spreadsheet.)**

**This incident included multiple students, multiple offenses, special education and non-special education students involved, and a weapon confiscation. Note that the same incident number (code 4) was assigned to both students involved in this fighting incident. Since fighting always involves at least two students, the same incident code will be assigned to all students who are involved in the same fighting incident.**

4. In Sunnydale County Public Schools (code 304), five students were involved in a fight in the parking lot at Central High School (code 3077) on January 11, 2000 just prior to a basketball game.

The first student involved was a 16-year-old, white male, tenth grade regular education student. This student was charged with fighting with no injuries (code FA2-Fighting, with no/minor injuries). He received a discipline/sanction of short-term suspension (code 02) for 10 days. **(See row 14 on the spreadsheet.)**

The second student involved was an 18-year old, white male, twelfth grade regular education student. This student was intoxicated, had a knife in his possession, and verbally threatened the assistant principal who broke up the fight. This student was charged with bringing a knife to school (code WP5), alcohol use (code ALC01), fighting with no injuries (code FA2-Fighting, with no/minor injuries), and threatening a staff member (TI1). The knife was confiscated, so report that one weapon was confiscated. He received a discipline/sanction of Alternative Education (code 07) for one year (code 365). **(See row 16 on the spreadsheet.)**

The third student involved enrolled in a school different from the incident school but the same division as the incident division. She was a 17-year-old, white female, eleventh grade regular education student. This student was charged with fighting with no injuries (code FA2-Fighting, with no/minor injuries). She received a discipline/sanction of short-term suspension (code 02) for 10 days. **(See row 18 on the spreadsheet.)**

The fourth student involved was a student enrolled in a different school from the one in which the incident took place. He was a 17-year-old, black male, eleventh grade regular education student. This student was charged with fighting with no injuries (code FA2-Fighting, with no/minor injuries). He received a discipline/sanction of short-term suspension (code 02) for 10 days. **(See row 20 on the spreadsheet.)**

The fifth person involved was a 16-year-old, white male, who attended a private school in the area. This student was considered a non-student (show **N** for unique student identifier and grade level of NS to indicate that this is a non-student) because he was not enrolled in a public school in the reporting district. **(See row 22 on the spreadsheet.)**

**This incident included multiple students, a student enrolled in a school different from the incident school, a student enrolled in a school division different from the incident division, a non-student, multiple offenses, and a non-firearm weapon confiscation. Note that the same incident number (code THJ205) is assigned to all five students who were involved in this fighting incident.**

5. In Sunnydale County Public Schools (code 304), a handgun was found behind some books in the library of Newby Middle School (code 0150) on April 3, 2000. No students had been seen near the location where the gun was found.

Any weapons that are confiscated on school property must be reported. Since no one identified a student with the gun, there would be no student identified (show **U** for unique student identifier to indicate to us that student is unknown). The division and school numbers, date of incident, incident code, and number of firearms confiscated would need to be completed. **(See row 24 on the spreadsheet.)**

**This incident included a firearm weapon confiscation, but no student was identified.**