

Annual Report on Discipline, Crime and Violence 2000-2001 School Year

Instructions for Collecting Data for the Discipline, Crime and Violence Report

Data should be collected for the 365-day period beginning with the first day of the 2000-2001 school year. The data collected will meet the reporting requirements for the following:

- Safety indicators for the state School Performance Report Card,
- State crime and violence report as required in §22.1-280.1, Code of Virginia,
- Federal Individuals with Disabilities Education Act (IDEA) report on suspension and expulsion for students with disabilities,
- Federal Safe and Drug-Free Schools and Communities Act,
- Federal Gun Free Schools Act.

The data must be submitted as an Excel spreadsheet or as an ASCII file. Spreadsheet instructions and the ASCII file format are included in this document.

Data Items to be Collected

Data should be collected for incidents that involve the following major offenses. Codes and definitions for these offenses are included in this document.

| | |
|--|---------------------------|
| Alcohol | Homicide |
| Arson | Kidnapping |
| Battery/Assault | Robbery (using force) |
| Bomb Threat | Sexual Offenses |
| Breaking and Entering/Burglary | Theft Offenses (no force) |
| Bullying | Threat Intimidation |
| Disorderly Conduct | Tobacco Products |
| Drug Violations | Trespassing |
| Fighting | Weapons Violations |
| Gang Activity | Vandalism |
| Other School Code of Conduct Violations that result in out-of-school suspension or expulsion | |

Key Concepts About Incident Reporting

All reporting is based upon an incident and its context. The following concepts are critical in the collection of your data:

- **All data collected are based on school year:** This report is based on data collected during a school year, not a fiscal or calendar year. Begin data collection on the date that your school year begins.

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- **Incidents of the following offenses are to be included for reporting purposes:** Alcohol, arson, battery/assault, bomb threat, breaking and entering/burglary, bullying, disorderly conduct, drug violations, fighting—serious injuries and no/minor injuries, gang activity, homicide, kidnapping, robbery (using force), sexual offenses, theft offenses (no force), threat/intimidation, tobacco products, trespassing, weapons violations, vandalism, and all other school code of conduct violations that result in out-of-school suspension or expulsion.
- **All incidents on school grounds:** All incidents occurring on a school campus, 365 days a year and 24 hours a day, are to be reported, even if a student is not involved or the offender is unknown. Campuses to be included are public school programs geared toward students in any or all of grades PK-12. Incidents from vocational education or alternative programs are to be included if they are designed for any grades from PK-12.
- **All incidents on school transportation:** All incidents occurring on any school transportation, including bus transportation to and from school and other transportation to and from school sponsored events are to be reported. Incidents are not to be reported at bus stops unless they occur when the bus is at the stop.
- **Incidents at off-campus school-sponsored events when student is involved:** All incidents that occur at a school-sponsored event off campus are to be reported if a student is involved, whether as a victim or offender. If a student is not involved, do not report the incident. The enrolled school is responsible for reporting the incident under their school number. If more than one school is sponsoring or it is a district or statewide event, one school needs to be designated to report the event.
- **Definition of “student” for reporting purposes:** A “student” is an individual who is enrolled in your school district.
- **Reporting an incident with several offenses:** If several actions occur in a single overall incident, report this as one incident and report each of the offenses (maximum of five) in offenses codes 1-5.

Definitions for Data Elements

Student Identifier: A unique identifier locally assigned within a school to identify a specific student. One identifier is to be used throughout the report 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 the offender is not enrolled in any Virginia public school, report the individual as a non-student. (On the ASCII file, show **NS** for non-student. On the Excel spreadsheet, check the **Non-Student** box.)
- If evidence is found, i.e. a weapon, drugs, vandalism, etc., and the offender is not known, this field should indicate that the offender is unknown. (On the ASCII file, indicate **UN** for unknown individual. On the Excel spreadsheet, check the **Unknown** box.)

Enrolled Division Number: A state assigned three-digit division number for the school division where the student is officially enrolled in school. The division where the student

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is enrolled should report an offense to avoid duplicate reporting. In situations where the offender is not a student or the individual committing the offense is not known, include the number for the reporting division.

Enrolled School Number: A 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. In situations where the offender is not a student or the individual committing the offense is not known, include the number for the reporting school.

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

Incident School Number: A 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; PG=post-graduate; NS=non-student; UN = unknown student.**

Spec. Ed. Code : A unique code to identify student's special education disability – **AUT=autism; DB=deaf-blindness; DD=developmentally delayed; ED=emotional disturbance; EMR=educable mental retardation; HI=hearing impairments; MD=multiple disabilities; OHI=other health impairments; OI=orthopedic impairments; SLD=severe learning disabilities; SLI=speech/language impairments; SPD=severe profound disabilities; TBI=traumatic brain injury; TMR=trainable mental retardation; VI=visual impairments; (blank if student does not have a special education disability).**

Student's Date of Birth: Date of birth entered as **mm/dd/yyyy**. The date of birth is required for all students; date may be blank for non-students and unknown offenders.

Racial/Ethnic Code : The racial/ethnic category used to describe group to which student belongs. The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. **01=Native American; 02=Asian/Pacific Islander; 03=Black (Non-Hispanic); 04=Hispanic; 05=White (Non-Hispanic).** The racial/ethnic code is required for all students; it may be blank for non-students and unknown offenders.

Gender: F=female; M=male. The gender code is required for all students; it may be blank for non-students and unknown offenders.

Incident Date: The date that the incident occurred should be entered as **mm/dd/yyyy**. The incident date is required for all incidents.

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Incident Code : A unique code locally assigned within a school to identify a specific incident or occurrence. 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 a specific incident, then all students would be assigned the same incident code. Since fighting incidents always involve 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), or this code may include characters plus numbers if, for example, staff want to include initials and their own numbering system where more than one staff member is working with discipline. The incident code is required for all incidents.

Offense Code 1 through Offense Code 5: Refer to the 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 of the students 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. Offense Code 1 is required for all students; it may be blank if the offender is unknown or a non-student.

Number of firearms that were confiscated from this student : Report the number of firearms that were confiscated from this student. If a firearm is found/confiscated but cannot be linked to a specific student, then report the number of firearms for this incident with a student identifier of UN for unknown and leave enrolled school blank. Report 0 if no firearms were confiscated.

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 UN for unknown and leave enrolled school blank. Report 0 if no weapons were confiscated.

Final Division Discipline/Sanction: Report the code from the following list that identifies the final discipline/sanction. The code of 99 should be used for any discipline not defined in codes 02 through 06. **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; 99=None of the above.**

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Number of Days Suspended/Expelled: numeric (000-maximum school days); 365=one-year suspension. The number is required for all students unless final discipline/sanction is coded 99 or student is permanently expelled.

Number of Victims: Report the number of victims as a result of this incident. **Do not duplicate the reporting of victims if multiple students are involved in an incident.** The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report 0 if there were no victims.

Alternative Placement: Indicate whether the student was placed in an alternative education program as a result of this incident. An alternative education program is any program for students who are not enrolled in the regular school environment, such as students at risk of dropping out, students who have been expelled from their regular classes, students who are undergoing outpatient treatment for drug use, etc.

One-year suspension, but shortened by chief administering officer of LEA under modification provisions of GFSA: Indicate whether the student's one-year suspension was shortened by the chief administering office of the LEA under modification provisions of the Gun Free Schools Act.

Permanent suspension/expulsion: Indicate whether disciplinary action for this student included permanent suspension/expulsion.

Instructions for Using Excel Spreadsheet

Downloading the Discipline Report Excel File

The Annual Report on Discipline, Crime and Violence spreadsheet can be downloaded from the Virginia Department of Education's web site at <http://www.pen.k12.va.us> by selecting "Reports" at the top of the homepage or "Data and Publications" at the bottom and then selecting "Collection of Annual Report on Discipline, Crime and Violence." The complete address for accessing the spreadsheet is

<http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/coll.htm>

Note: These instructions have been developed using Excel 97; some messages may be displayed slightly different if you are using a different version.

Netscape

When you click on *Excel Worksheet*, you will get a message notifying you that you have chosen to download a file. Choose the option that allows you to save the file. In the **Save As** dialog box choose the directory and subdirectory (folder) where you want the

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discipline Excel file saved on your computer. **The file must be saved as discipline.xls.** Then click on the **Save** button to save the file to your computer. Close the web browser.

Internet Explorer

If you are using the Internet Explorer web browser to download the spreadsheet, place your mouse over the words, Excel Worksheet and **RIGHT CLICK** your mouse. A window will open with several options. Choose the option, "Save Target As." This will bring up the "Save As" box that will allow the file to be saved. The file must be saved as **discipline.xls**. Then click on the Save button to save the file to your computer. Close the web browser.

Opening the discipline.xls File

Open the Excel application. Open the discipline spreadsheet file (**discipline.xls**) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, **you will need to choose to Enable Macros** if you get any warning about the macros. The discipline spreadsheet will open to the **contact** worksheet. When the file opens make sure you are on the **contact** sheet as noted by the highlighted tab at the bottom of the worksheet.

Contact Sheet

The contact worksheet must include information for the contact person in the central office who can answer questions regarding the data submitted for all schools in your division. Please do not submit a separate contact sheet for each school.

The screenshot shows a Microsoft Excel spreadsheet titled "Discipline16". The spreadsheet contains a form for entering contact information for a central office person. The form is titled "VIRGINIA DEPARTMENT OF EDUCATION ANNUAL REPORT ON DISCIPLINE, CRIME AND VIOLENCE 2000-2001 SCHOOL YEAR". Below the title, there is a blue box with instructions: "Please ensure that all information is complete and accurate. Select your entry status from the choices below. If you are reporting from the district level, please provide information below for the central office person who can answer questions regarding the data for all schools." Below the instructions, there are three radio buttons for selecting the entry status: "I am entering the data for all the schools.", "Schools are sending me spreadsheets.", and "I am entering data for a single school." Below the radio buttons, there is a dropdown menu for "Division No. and Name:" with the text "Select School Division". Below the dropdown menu, there are several text input fields for contact information: "Contact Person's Title:", "Contact Person's First Name:", "Contact Person's Middle Name:", "Contact Person's Last Name:", "Contact Person's Name Suffix:", "Contact Person's Position Title:", "Contact Person's Phone Number:", "Contact Person's Fax Number:", "Contact Person's E-Mail Address:", "Contact Person's Address Line 1:", "Contact Person's Address Line 2:", "Contact Person's City:", "Contact Person's State:", and "Contact Person's Zip:". To the right of the input fields, there are two buttons: "Print Workbook" and "PROCESS". The spreadsheet has a yellow background and a blue header. The bottom of the spreadsheet shows the "Contact" tab selected.

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Begin this form by clicking on one of the three choices of entering data:

- **I am entering the data for all the schools.** Click here if you are the central office person who is entering data for all schools in the division.
- **Schools are sending me spreadsheets.** Click here if your schools have completed individual worksheets, and you are ready to process all the data into one workbook. Before beginning this process, all school files must be named **disXXXX.xls** where **XXXX** is the four-digit school number. All school worksheets must be saved in a sub-folder called **sch_dis** under the folder **doe_data**, (i.e., c:\doe_data\sch_dis\).

I am entering data for a single school. Click here if you are entering data for only your school and then forward it to your division contact. Each school file should be named **disXXXX.xls** where **XXXX** is your four-digit school number.

Specific contact data are required as indicated in the listing below. Please provide all information that is available for the contact person.

Title - Mr., Mrs. (optional)

First Name - Enter your First name (**required**)

Middle Name - Enter your middle name or middle initial (optional)

Last Name - Enter your last name (**required**)

Name Suffix - i.e. Jr., Sr. (optional)

Position Title - the title of your position (optional)

Phone Number - Include your area code and seven-digit number (required)

**PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER
PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**

Fax Number - Include your area code and seven-digit number (required)

**PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER
PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**

E-mail address - Enter your e-mail address (optional)

Mailing Address (1) - Enter the first line of your address if incorrect or blank

Mailing Address (2) - Enter second line if necessary

Mailing City - Enter City if incorrect or blank

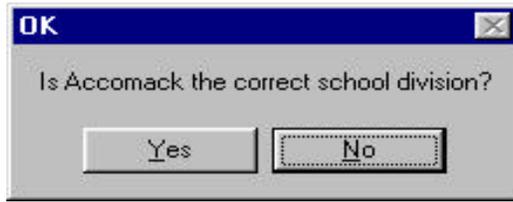
Zip Code - Enter zip code by entering the five-digit zip code and then tabbing to enter the four-digit zip extension (no dash).

Customizing the Worksheet for Your School Division

Just above the contact data is a drop-down list that includes the name and number of all school divisions that are required to report discipline. Click on the down arrow and scroll down the listing to locate the name and number for your school division. When you locate your school division name, click on it to highlight it.

After you have selected your division name and number, you will see a message box asking if this is the correct division. If the school division in the message box is correct, click on the **Yes** button. If the school division listed in the message box is not the correct school division name, then click on the **No** button. Return to the drop-down listing of school divisions, and repeat the selection process.

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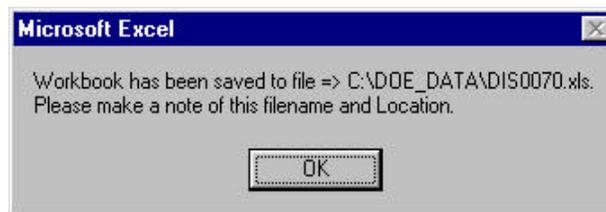


If you are entering data for the entire division, when you click on **Yes** to verify that the school division you selected is the correct one another dialog box will pop up to let you know where the file is being saved. Please note that the file is saved to the **DOE_DATA** subdirectory (folder) with the name **discXXX.XLS** where **XXX** is your three-digit school division number. Click on **OK** to save the file and begin customizing the workbook for your school division.



Division Level Message

If you are completing the report for only your school, when you click on **Yes** to verify that the school division you selected is the correct one you will need to select your school from a drop-down list of schools. Once you have chosen your school, a message will pop up on the screen to let you know where the file is being saved. Please note that the file is saved to the **DOE_DATA** subdirectory (folder) with the name **disXXXX.xls** where **XXXX** is your four-digit school number. Click on **OK** to save the file and begin customizing the workbook for your school.



School Level

Entering Data into the Discipline Form

Bring up the discipline entry form by clicking on the “**Discipline**” worksheet tab. Complete the discipline entry form to report all incidents that result in out-of-school suspension or expulsion as well as all incidents that have a required offense code, regardless of disciplinary action. You must complete a separate form for each student who is involved in an incident that you are required to report. Also, a separate form must be completed each time a student is involved in an incident. If a student is

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involved in multiple incidents, then that student will have multiple records in the file. **Be sure to save your file frequently as you enter data on the form.**

The student identifier is required for all students who are enrolled in a public school. If an offense is committed by a non-student or the individual committing the offense is unknown, click on the appropriate box and complete all applicable information.

Where specific codes are required, a drop-down list has been provided for you to choose the appropriate code from the valid choice of codes. When a student has been involved in more than one offense, click on the offense code list to choose each applicable code. The selected code will automatically be entered in the appropriate box. Click on the appropriate box(es) under “# Days Suspended” if applicable to identify that the offense resulted in a:

- One-year suspension shortened by the chief administering officer of the LEA under modification provisions of the Gun Free Schools Act.
- Alternative placement.
- Permanent expulsion.

The screenshot shows a Microsoft Excel spreadsheet titled "Discipline16". The spreadsheet contains a form for entering discipline data. The form is organized into several sections:

- Header:** VIRGINIA DEPARTMENT OF EDUCATION ANNUAL REPORT ON DISCIPLINE, CRIME AND VIOLENCE 2000-2001 SCHOOL YEAR
- Student Information:** Student Identifier, Enrolled Division #, Enrolled School #, Incident Division #, Incident School #, Grade. Includes checkboxes for Non-Student and UnKnown.
- Special Education and Demographics:** Spec. Educ. Code, Date of Birth, Racial/Ethnic Code, Gender (Male/Female), Incident Date, Incident Code.
- Offenses:** Offense Codes (1-5).
- Victims and Weapons:** # of Victims, Weapons Confiscated, # Firearms, # Non-Firearm.
- Sanctions:** Final Discipline/Sanction, # Days Suspended. Includes checkboxes for Alternative Placement and Permanent Expulsion.
- Buttons:** Record Incident, Update Incident, Delete Incident. A status indicator shows "0 Incidents Recorded".

Recording an Incident

Once all data have been entered for a student, click on the **Record Incident** button at the bottom of the form to record the data on a separate worksheet. When you click to record the incident, edits are triggered to check for missing and invalid data. If

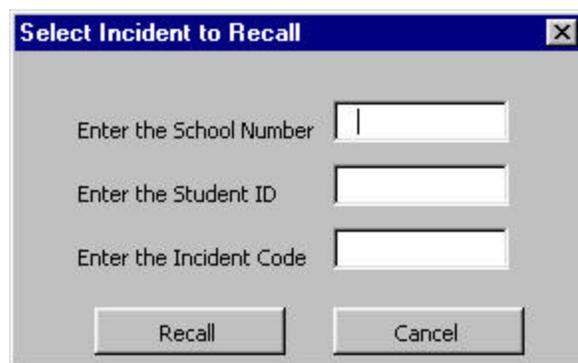
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you have entered invalid data in any cell or omitted data that are required in any cell, an error message will pop up on your screen to identify the problem. All errors must be corrected on each entry to allow the program to properly record the incident.

Each time you record an incident the counter will be incremented so you see a count of the incidents that have been recorded.

Updating Records

You may go back and make changes to records that have already been entered into the worksheet by clicking on the **Update Incident** button. When you click on the **Update Incident** button, a **Select Incident to Recall** box will pop up on the screen that requires you to enter the school number, student identifier, and the incident code for the record you need to update. Enter the required data and click on the **Recall** button. A data entry form with the requested record will be retrieved. When you have completed entering changes, click on the **Record Incident** button to record the data.



Deleting a Record

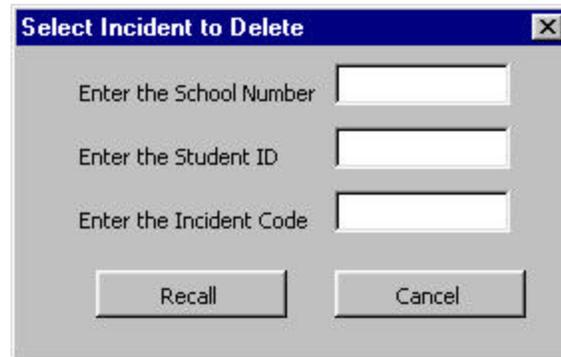
If you have entered and recorded an incident in error, you can delete the record. Click on the **Delete Incident** button and a “**Select Incident to Delete**” box will pop up on the screen that requires you to enter the school number, student identifier, and the incident code for the record you need to delete. Enter the required information and click on the **Recall** button. The information in the requested record will come up in the entry form, and you will be required to confirm the deletion before the record is deleted.

Printing Individual Forms and School Report

After entering data on the discipline form for a student, you may **print individual student** records by clicking on the “**Print**” icon or choosing print from the file menu.

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If you wish to print a listing of all recorded incidents, go to the Contact page and click on the **Print Workbook** button. This will print a sorted listing by school and date of all incidents that have been recorded in the file at that time.



The image shows a dialog box with a blue title bar that says "Select Incident to Delete". Inside the dialog, there are three text input fields. The first is labeled "Enter the School Number", the second "Enter the Student ID", and the third "Enter the Incident Code". At the bottom of the dialog, there are two buttons: "Recall" on the left and "Cancel" on the right.

Processing the Workbook

At the end of the reporting year after you have completed entering all discipline data for your division, return to the Contact Sheet to process the workbook. Click on the **Process** button located opposite the contact information. Processing includes functions to check for errors or omissions on the contact sheet and to write out an ASCII file once all errors have been corrected.

Macros have been incorporated into the spreadsheet to edit cells that must contain required codes. If any errors are found, an **Errors** worksheet is created. This worksheet will include a listing of the errors found, including the name of the worksheet where the error was found, the cell location, and a message to assist you in identifying the error. Review the errors and make corrections as indicated and then go back and process the workbook again.

Once you have completed all revisions, you should click on the **"Process"** button again. Edits will check to ensure that all required contact information is complete. If there are no errors, a window will appear to indicate that an ASCII text file has been created that will need to be sent to the Department of Education.

Submitting the Discipline, Crime and Violence Report

E-mail the discipline ASCII text file or (disXXX01.txt), which can be found in the directory C:\doe_data on your local drive, to discipln@pen.k12.va.us after you have completed and reviewed all information. Retain a copy of the file at your site for future reference if needed.

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| 2000-2001 Annual Report of Discipline, Crime and Violence Offense Codes | | |
|--|---|--|
| Required Codes | Optional Codes | Offense Description |
| AL1 | ALC01 ALC02 ALC03 | Alcohol: Alcohol Alcohol Use Alcohol Possession Alcohol Sales/Distribution |
| AR1 | ARS01 ARS02 | Arson: Arson Arson: Actual Arson: Attempted |
| BA1 BA2 BA3 BA4 | | Battery/Assault: Assault Against Staff : Law Violations (aggravated assault, malicious wounding) --With Firearm or Other Weapon Assault Against Staff: Law Violations (aggravated assault, malicious wounding)--No Weapon Assault Against Student: Law Violations (aggravated assault, malicious wounding) --With Firearm or Other Weapon Assault Against Student: Law Violations (aggravated assault, malicious wounding)--No Weapon |
| BB1 | | Bomb Threat Bomb Threat |
| BR1 | BRK01 BRK02 | Breaking and Entering/Burglary: Breaking and Entering/Burglary Burglary: Actual Burglary: Attempted |
| BU1 | | Bullying: Bullying |
| DC1 | DOC01 DOC02 DOC03 DOC04 DOC05 DOC06 DOC07 | Disorderly Conduct: Disorderly Conduct Disrespect (walking away, talking back, etc.) Defiance of Authority/Insubordination (refuses reasonable requests) Disruptive Demonstrations Possession of Obscene or Disruptive Literature or Illustrations Classroom or Campus Disruption Using Obscene or Inappropriate Language or Gestures Setting Off False Fire Alarm |
| DR1 | DRG01 DRG02 DRG03 DRG04 DRG05 DRG06 DRG07 DRG08 DRG09 | Drug Violations: Drug Possession/Use Schedule I & II Drug Use (e.g. Heroin, Cocaine, Opium, Morphine, LSD, Hallucinogenic) Schedule I & II Drug Possession Schedule I & II Drug Sale/Distribution Over-the-Counter Medication Use (not in compliance with local policy) Over-the-Counter Medication Possession (not in compliance with local policy) Over-the-Counter Medication Sale/Distribution Marijuana Use Marijuana Possession Marijuana Sale/Distribution |

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|-----|----------------|--|
| DR2 | DRG10 | Drug Violations (continued): Other Drug Use |
| | DRG11 | Other Drug Possession |
| | DRG12 | Other Drug Sale/Distribution |
| | DRG13 | Drug Overdose (any kind) |
| | | Drug Paraphernalia Possession |
| | DRG15 | Possession of Inhalants |
| | DRG16 DRG17 | Use of Inhalants Substances Represented as Drugs ("look-alikes") |
| FA1 | | Fighting: Fighting: Mutual Contact between Students--Serious Injuries, Requiring Medical Attention |
| FA2 | | Fighting: Mutual Contact between Students--No/Minor Injuries that Do Not Require Medical Attention |
| GA1 | | Gang Activity: Gang Activity |
| HO1 | | Homicide: Firearm Against Staff |
| HO2 | | Firearm Against Student |
| HO3 | | Other Weapon Against Staff |
| HO4 | | Other Weapon Against Student |
| KI1 | | Kidnapping: Kidnapping/Abduction |
| RO1 | | Robbery (using force): Robbery |
| | ROB01 | Actual Robbery |
| | ROB02 | Attempted Robbery |
| SX1 | | Sexual Offenses: Offensive Sexual Touching Against Staff |
| SX2 | | Offensive Sexual Touching Against Student |
| SX3 | | Forcible Rape Against Staff |
| SX4 | | Forcible Rape Against Student |
| SX5 | | Attempted Rape Against Staff |
| SX6 | | Attempted Rape Against Student |
| SX7 | | Sexual Offenses Without Force (includes indecent exposure, lewd behavior) |
| SX0 | | Sexual Harassment |
| TH1 | | Theft Offenses (no force): Theft Offenses (except motor vehicle) |
| | THF01 | Theft of School Property |
| | THF02 | Theft of Staff Property |
| | THF03 | Theft of Student Property |
| TH2 | THF04 | Possession of Stolen Property |
| | | Theft of Motor Vehicle |
| | THF06 | Attempted Theft of Motor Vehicle |
| TI1 | | Threat/Intimidation: Threatening Staff Member (physical or verbal threat or intimidation) |
| TI2 | | Threatening Student (physical or verbal threat or intimidation) |
| TB1 | | Tobacco Products: Tobacco |
| | TBC01 | Tobacco Use |
| | TBC02 | Tobacco Possession |
| | TBC03 | Tobacco Sales/Distribution |

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| | | |
|---|---|---|
| TR1 | | Trespassing: Trespassing |
| WP1 WP2 WP3 WP4 WP5 WP6 WP7 WP8 WP9 | WPV08 WPV09 WPV10 | Weapons Violations: Bringing a Handgun to School/School Event Bringing a Rifle/Shotgun to School/School Event Bringing a Toy/Look-Alike Gun to School/School Event Bringing Any Other Weapon Which is Designed or May Be Converted to Expel a Projectile by the Action of Any Explosive Bringing a Knife to School/School Event (more than 3 inches) Possession or Representation of Any Destructive Bomb Device Use of Any Destructive Bomb Device Other Firearms (firearms other than handguns, rifles or shotguns) Possession of Other Weapon (instrument or object to inflict harm on another person) Bringing Razor Blades/Box Cutters to School/School Event Bringing Live Ammunition to School/School Event Bringing Fireworks/Explosives to School/School Event |
| VA1 | VAN01 VAN02 VAN03 | Vandalism: Vandalism Vandalism of School Property Vandalism of Private Property Graffiti |
| OT1 | ATO01 ATO02 ATO03 ATO04 ATO05 COM01 COM02 COM03 EXT01 EXT02 GAB01 HAR01 HAZ01 RTG01 RTG02 STA01 SCV01 SCV02 SCV03 TEC01 TEC02 TEC03 TEC04 | Other School Code of Conduct Violations: Other Code of Conduct Violations Resulting in Suspension or Expulsion Tardiness Class Cutting Truancy Brought to School by Police Leaving School Grounds without Permission Beepers Cellular Telephones Electronic Devices (radios, tape players, etc.) Extortion Attempted Extortion Gambling Harassment (shoving, throwing objects at someone). Refer to Sexual Offenses (Sexual Harassment) and Threat/Intimidation for additional codes. Hazing Inciting a Riot Attempting to Incite a Riot Stalking Inappropriate Personal Property (food/beverage, clothing, toys, etc.) Misrepresentation (altering notes, false information, cheating, etc.) Other School Code of Conduct Violation Not Covered in These Codes Unauthorized Use of Technology and/or Information Causing/Attempting to Cause Damage to Computer Hardware, Software or Files Violations of Acceptable Usage Policy Violations of Internet Policy |

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| Definitions for Offenses | |
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| Offense Term | Definition |
| Alcohol | Intoxicating liquor containing alcohol; a chemical substance that alters the mind. Commonly referred to as an alcoholic drink, such as wine, beer, liquor, and liqueurs. Illegal in Virginia for persons under 21. |
| Arson | Setting a fire on/in school property. To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device. |
| Attendance Offenses | Absence from school without a parent's awareness and/or support. |
| Battery/Assault | An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or "beats up on" another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. |
| Bomb Threat | Threatening to cause mental or physical harm to occupants of a school, a school building, or a school bus by using a bomb or other incendiary device. |
| Breaking and Entering/Burglary | The unlawful entry into a school building or other school property with the intent to commit a crime. |
| Bullying | Repeated negative behaviors either physical or mental that target a specific victim. Behaviors may include, but not be limited to, threats, verbal or written abuse, physical abuse, harassment, and ethnic or gender slurs, targeting a specific victim. |
| Communication/ Electronic Devices | Having on one's person a paging device, cellular telephone, or other electronic communication device that violates the Code of Conduct. |
| Disorderly Conduct | Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. Consider age, developmentally appropriate behavior and disability status before using this category. |
| Drug Violations | The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, equipment or devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs on school property, school buses, or at school events. Category includes look-a-like drugs and over-the-counter medications if abused or if not used in compliance with local policy. |
| Extortion | To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal persecution, threat of destruction of reputation or social standing, or through other coercive means. |
| Firearm | A weapon capable of firing a missile or projectile, such as a pistol or rifle; includes air rifles, B.B. guns. |
| Fighting | Mutual participation between/among students. |
| • Serious Injury | Requires medical attention and may include, but not be limited to, the following: A bullet wound, a stab or puncture wound, fractured or broken bones, concussion, cuts requiring stitches. |
| • Minor Injury | May include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand, etc., minor bruising). |
| Gambling | To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance; tamper with the outcome of a sporting event or contest to gain a gambling advantage. |

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| Gang Activity | Characterized by turf concerns, symbols, special dress, colors among a somewhat organized group of some duration. |
| Harassment | Verbal or physical conduct relating to an individual (including, but not limited to, age, sex, race, creed, national origin, color, marital status, pregnancy, etc.) that creates an intimidating, hostile, or offensive working or learning environment. |
| Hate Crimes | An action motivated by hate due to some characteristics or perceived characteristics of the victim. Any act, or attempted act, to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. These actions create an intimidating, hostile, or offensive educational environment. |
| Hazing | Method of initiation into any organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm. |
| Homicide | Any death resulting from causes other than natural, accidental, or suicide. |
| Incident | A violation of a statute or regulation; it may involve one or more victims and one or more offenders. An incident includes the following: alcohol, arson, battery/assault, bomb threats, breaking and entering/burglary, bullying, drug violations, fighting, gang activity, homicide, kidnapping, robbery, sexual offenses, theft offenses, threat/intimidation, tobacco products, trespassing, weapon violations, vandalism, and all other school code of conduct violations that result in out-of-school suspension or expulsion. |
| Kidnapping | The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. |
| Other Code of Conduct Offenses | Any incident resulting in short- or long-term suspension or expulsion not classified in other required codes. |
| Other Weapon | Knives, stun weapons, tasers, and other devices or substances constructed for the purpose of being used as a weapon, including self-defense weapons such as mace, pepper spray, etc. Also includes objects possessed by students with the intent of being used as a weapon (e.g., baseball bats). |
| Robbery (using force) | The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (A key difference between robbery and theft is that a threat or battery is involved in a robbery.) |
| Sexual Harassment | Unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient, causes discomfort or humiliation and interferes with school performance (e.g. wedgies, rating an individual--for example on a scale from 1 to 10, massaging the neck and shoulders, touching oneself sexually in front of others, howling, catcalls, whistles, etc.) Need to consider age, developmentally appropriate behavior, and disability status before using this category. |
| Sexual Offenses Without Force | Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent. Need to consider age, developmentally appropriate behavior, and disability status before using this category. |
| Sexual Offenses: Offensive Touching | Improper physical contact that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported, even though such behavior may violate a local school policy. Need to consider age, developmentally appropriate behavior, and disability status before using this category. |
| Sexual Offenses: Rape | Sexual penetration (e.g., oral, anal, or vaginal) without consent. This category also includes statutory rape which is defined as sexual penetration with or without the consent of a minor. |

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| Stalking | Threatening by following or watching or placing another in fear of receiving bodily harm, sexual assault, confinement, or restraint and following or watching the intended victim. |
| Technology Violations | Willfully causing or attempting to cause damage to software, operating systems, data files, or unauthorized use of technology, as defined by the local code of conduct. This includes any violation of local technology policies. |
| Theft Offenses (no force) | The unlawful taking, carrying, leading, or riding away of property from the possession of another person. May include pocket-picking, purse snatching, theft from building, from motor vehicle, or from coin-operated machines. |
| Threat/ Intimidation | To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Need to consider age, developmentally appropriate behavior, and disability status before using this category. |
| Tobacco Products | The possession, use, distribution or sale of tobacco products, including smokeless tobacco, on school grounds, at school sponsored events, and/or on school transportation. |
| Trespassing | To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus or function. |
| Weapons Violations | Any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. Includes firearms of any kind (operable or inoperable, loaded or unloaded) such as, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun. Category includes look-alike weapons if not used in compliance with local policy. |
| Vandalism | The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti. |

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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 (see next question).
- Must in-school suspensions be reported? In-school suspension is not one of the final disciplinary sanctions that must be reported. However, any incident involving one of the required offense codes, even if in-school suspension was the discipline imposed, must be reported. In these cases, a final disciplinary sanction of "99" (None of the above) would be reported.
- 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 is not one of the required or optional offenses listed.
- How are alternative education placements reported, when the placement is preceded by a suspension or expulsion? Placement into an alternative education setting is to be reported separately. The suspension or expulsion, with number of days for each, would also be reported.
- 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. The division where the student is enrolled should report an offense to avoid duplicate reporting and should include appropriate information to identify the division and school where the incident occurred.

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. 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.

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

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maintaining discipline information, they may want to precede a number with their initials for individual tracking.

- 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 optional code** in your 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. To avoid duplicate reporting, it is recommended that the division where the student is enrolled report the incident.

If information on a student is not available (e.g. a weapon is found on school property and the involved individual cannot be identified), report this incident with student identifier and grade level of “UN” for an unknown individual.

An incident may also involve a person who is not enrolled in a Virginia public school. Data reported for the individual should reflect “NS” for a non-student.

- 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 for this incident should indicate the number of weapons (firearms) that were confiscated, the student identifier coded as unknown individual (UN), the division and school where the incident occurred, the incident date, and the incident code.
- 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

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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 suspensions be reported unless the offense is one that has a required code on the offense code listing . 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.

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| "A" Record Header Record (Contact Information) | | | | |
|---|--------------------------|-------------------------|--------------------------------------|---|
| First Position | Last Position | Field Length | Field Name | Contents |
| 1 | 1 | 1 | Record Type | Constant = A |
| | 2 | 1 | Report Type | T= Test, R= Resubmit, A= Actual |
| | 10 | 8 | Data Collection Name | Uppercase; constant = DISCIPLN |
| | 14 | 4 | Beginning School Year | Four-digit year for beginning of school, 2000 |
| | 17 | 3 | Division Number | Leading zeroes must be included, i.e. 005 |
| | 37 | 20 | Division Name | Uppercase, i.e. ACCOMACK COUNTY |
| | 57 | 20 | Division Contact Last Name | Last name of division contact for discipline report |
| | 77 | 20 | Division Contact First Name | First name of division contact for discipline report |
| | 97 | 20 | Division Contact Middle Name | Middle name of division contact for discipline report |
| | 102 | 5 | Division Contact Name Suffix | Name suffix, i.e. Jr., Sr., III |
| | 107 | 5 | Division Contact Name Title | Name title, i.e. Dr., Mr., Ms. |
| | 157 | 50 | Division Contact Position Title | Position title, i.e. Director, Coordinator, etc. |
| | 167 | 10 | Division Contact Phone Number | Area code plus 7-digit number, i.e. 8042252099 |
| | 177 | 10 | Division Contact Fax Number | Area code plus 7-digit number, i.e. 8042252099 |
| | 217 | 40 | Division Contact E-Mail Address | E-mail address of division contact for discipline report, i.e. xxxxxxx@pen.k12.va.us |
| | 247 | 30 | Division Contact Mail Address Line 1 | First line of division contact mailing address for DISCIPLN, i.e. P.O. Box 99 |
| | 277 | 30 | Division Contact Mail Address Line 2 | Second line of division contact mailing address for DISCIPLN, i.e. P.O. Box 100 |
| | 302 | 25 | Division Contact City | Division contact city location, i.e. Richmond |
| | 304 | 2 | Division Contact State | Division Contact state location, i.e. VA |
| | 309 | 5 | Division Contact Zip Code 1 | Division contact five-digit zip code, i.e. 23219 |
| 178 | 313 | 4 | Division Contact Zip Code 2 | Division contact four-digit zip code, i.e. 2217 |

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| "B" Record Student/Incident Information | | | | |
|--|----------------------|---------------------|--|---|
| First Position | Last Position | Field Length | Field Name | Contents |
| 1 | 1 | 1 | Record Type | Constant = B |
| 2 | 13 | 12 | Unique Student Identifier (required) | Unique identifier for each student within a school; NS=Non-student; UN=unknown |
| 14 | 16 | 3 | Enrolled Division Number | Division # Where student enrolled 001-999 |
| 17 | 20 | 4 | Enrolled School Number | School # Where student enrolled 0001-9999 |
| 21 | 23 | 3 | Incident Division Number (required) | Division # Where incident occurred 001-999 |
| 24 | 27 | 4 | Incident School Number (required) | School # Where incident occurred 0001-9999 |
| 28 | 29 | 2 | Grade (required) | 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 PG=Post-Graduate NS=Non-student UN=Unknown |

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| "B" Record (Discipline, Crime and Violence Report) Student/Incident Information (continued) | | | | |
|--|-----|----|--|--|
| 30 | 32 | 3 | Special Education Disability | AUT = Autism DB = Deaf-Blindness DD = Developmental Delay ED = Emotional Disturbance EMR = Educable Mental Retardation HI = Hearing Impairments MD = Multiple Disabilities OHI = Other Health Impairments OI = Orthopedic Impairments SLD = Specific Learning Disabilities SLI = Speech/Language Impairments SPD = Severe Profound Disabilities TBI = Traumatic Brain Injury TMR=Trainable Mental Retardation VI = Visual Impairments <u>(blank if no special education disability)</u> |
| 33 | 42 | 10 | Date of Birth (required for students) | Date mm/dd/yyyy |
| 43 | 44 | 2 | Racial/ethnic Category (required for students) | 01=Native American 02=Asian/Pacific Islander 03=Black(Non-Hispanic) 04=Hispanic 05=White(Non-Hispanic) |
| 45 | 45 | 1 | Gender (required for students) | F=Female, M=Male |
| 46 | 55 | 10 | Date of Incident (required) | Date mm/dd/yyyy |
| 56 | 61 | 6 | Incident Code (required) | XXX999, Unique code for each incident |
| 62 | 67 | 6 | Offense Code 1 (required for students) | See Offense Code Listing and Definitions (rev.9/2000) |
| 68 | 73 | 6 | Offense Code 2 | See Offense Code Listing and Definitions (rev.9/2000) |
| 74 | 79 | 6 | Offense Code 3 | See Offense Code Listing and Definitions (rev.9/2000) |
| 80 | 85 | 6 | Offense Code 4 | See Offense Code Listing and Definitions (rev.9/2000) |
| 86 | 91 | 6 | Offense Code 5 | See Offense Code Listing and Definitions (rev.9/2000) |
| 92 | 96 | 5 | Number of Firearms Confiscated | Leading zeros must be included, i.e. 00100 |
| 97 | 101 | 5 | Number of Non-Firearms Confiscated | Leading zeros must be included, i.e. 00100 |

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| "B" Record (Discipline, Crime and Violence Report) Student/Incident Information (continued) | | | | |
|--|-----|---|---|--|
| 102 | 103 | 2 | Final Division discipline/Sanction (required for students) | 02=Short-term suspension (out of school) <u>(Note: The number of days suspended in cols. 104-106 must be 10 or less.)</u> 03=Long-term suspension (out of school) <u>(Note: The number of days suspended in cols. 104-106 must be greater than 10.)</u> 04=Expulsion 05=Special Education interim placement - LEA decision 06=Special Education interim placement-Hearing Officer decision 99=None of the above |
| 104 | 106 | 3 | Number of Days Suspended | Numeric (000-maximum school days) 365=One year suspension <u>(blank if not applicable)</u> |
| 107 | 108 | 2 | Number of victims (required) | Numeric (00-99) |
| 109 | 110 | 1 | Alternative Placement (required for students) | Y=yes; N=no |
| 111 | 112 | 1 | One-year suspension but shortened by chief administering officer of LEA under modification provisions of the GFSA (required for students) | Y=yes; N=no |
| 113 | 114 | 1 | Permanent Expulsion (required for students) | Y=yes; N=no <u>(Note: If Y, then final discipline code in cols. 102-103 must be 04.)</u> |

| "Z" Record Trailer Record | | | | |
|--------------------------------------|---------------|--------------|-------------|------------------|
| First Position | Last Position | Field Length | Field Name | Details |
| 1 | 5 | 5 | Record Type | Constant = ZZZZZ |

Save the ASCII text file as disXXX01.txt, where XXX is your three-digit school division number.