

**Comprehensive User Guide  
for  
Discipline, Crime, and Violence (DCV)  
Data Collection  
and  
Submission**

**2010-2011**

**Virginia Department of Education  
Updated January, 2011**



# What's New in the 2010-2011 DCV Report?

## Submission Due Date

- All DCV data will be collected for a 365-day period, beginning with June 20, 2010, and ending on June 19, 2011. Summer school data for 2010 will be included in this time period.
- All regional centers/programs must submit all data to VDOE by July 15, 2011.
- School divisions must submit all data to the Virginia Department of Education (VDOE) by July 31, 2011.
- The 2010 summer school data will be reported on the 2010-11 school year DCV Report.

## Special Education Codes

- Intellectual Disabilities (ID) has been added to the special education disability codes as code 19. Intellectual Disabilities (ID) is replacing Mental Retardation (MR) as a disability category for state reporting purposes. School divisions are encouraged to change all student records in their data base(s) that have a disability category of MR to ID as soon as possible. This does not require an eligibility meeting.
- Mental Retardation (MR) - MR will not be reported for the 2010-2011 school year submission.
- Severe Disabilities (Code 02) is no longer a disability category. School divisions do not have to re-identify students currently “labeled” SD immediately but will determine a new disability category when the student’s next triennial re-evaluation is conducted. Because school divisions cannot automatically crosswalk SD records to one new disability category and because it may take several years for SD re-evaluations to be conducted, school divisions can continue to report SD for at least the next two years.

Questions related to the disability categories MR, ID and SD should be referred to the local director of special education.

## **Special Education**

### **Permanent Change in Placement**

In accordance with federal guidance, “IEP Permanent Change in Placement” has been added to Sanction Table 3. This new code is to be used only for a student with a disability when, following a disciplinary offense, the IEP team meets and determines that the child’s current placement is not the least restrictive environment for the child and makes a **permanent change** to the placement specified in the IEP. A permanent change is defined as **a change that is intended to extend beyond the period of any disciplinary action.**

### **Clarification for In-School Suspension for Special Education Students**

In-school suspension of students with disabilities that are administered as part of a Behavioral Intervention Plan (BIP) are to be reported. Divisions do not report in-school suspensions for students with disabilities that are assigned less than ½ day. Any disabled student receiving a ½ day or more in in-school suspension must be reported.

### **Race and Ethnicity Standards**

For the 2010-2011 reporting year, Virginia has adopted the U.S. Office of Management and Budget (OMB) revisions to the standards for the classification of federal data on race and ethnicity (SUPTS MEMO No. 163-09, June 12, 2009 ). The new standards separate race and ethnicity and include two categories for data on ethnicity. There are five categories for data on race, and students are now allowed to choose more than one race.

The Virginia Department of Education is using “Managing an Identity Crisis: Forum Guide to Implementing New Federal Race and Ethnicity Categories” as a reference for implementation of the new standards in Virginia. It can be accessed at:  
<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

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# About the *Comprehensive User Guide*

## Purpose

The purpose of this *Comprehensive User Guide for Discipline, Crime, and Violence Data Collection and Submission* is to provide local school division (LEA) personnel with specific information on how to collect and submit this data to the Virginia Department of Education (VDOE). This guide is intended to serve as a resource for use during VDOE’s technical assistance workshops on discipline, crime, and violence (DCV) data collection and reporting, as well as a desk reference throughout the school year.

## Intended Users

This guide is intended to be used by

- LEA personnel responsible for collecting discipline, crime, and violence data;
- The LEA administrator (DCV Coordinator) responsible for the school division’s submission of the annual Discipline, Crime, and Violence Report to VDOE;
- LEA administrators responsible for using DCV data to recommend programs and policies;
- Anyone interested in how DCV information is collected.

## Organization of Guide

This guide begins with a “What’s New” page that lists additions and modifications to reporting for the current year. It is designed to quickly alert readers to DCV reporting requirement changes.

This section, “About the Comprehensive User Guide,” provides an overview of the purpose, intended users, and organization of the guide. A chart of symbols used throughout the guide is also provided.

The major content of the guide is organized into four major sections.

***DCV Reporting: Background Information*** – Includes statutory requirements for reporting, evolution of reporting, an overview of the reporting process, information about the relationship of DCV data to student conduct policy, and the use of DCV data in school report cards and identifying persistently dangerous schools.







***The Division File Submission Method*** – Includes detailed technical information about submitting DCV data using a file submission method.

***The Web Application Submission Method*** – Includes detailed technical information about submitting DCV data using the VDOE Web-based application.

***Reference Section*** – Includes a protocol for submission of data and for automatic caution, a glossary of terms, a sample discipline data form, and over a dozen reference tables.

## Symbols Used in this Guide

Symbols listed in the table below are designed to assist school division personnel in locating information quickly and easily.

|   |  |
|---|--|
|    | <b>Important!</b><br>Indicates important information to remember or information on how to navigate successfully through this guide.        |
|    | <b>New Information!</b><br>Indicates new important information that has been added for the specific year of this guide.                    |
|    | <b>Tip!</b><br>Points to a tip that can assist the user with easier methods or better navigation of this guide.                            |
|  | <b>Danger!</b><br>Indicates important information which may cause problems at a later date if the instructions are not followed carefully. |
|  | <b>Reminder!</b><br>Indicates important information that is being re-emphasized.   |
|  | <b>Modification!</b><br>Indicates that important information has been modified or moved to another classification.                         |

# **Discipline, Crime, and Violence Data Reporting: Background Information**

# I. INTRODUCTION TO DCV REPORTING

## A. Statutory Requirements

The *Code of Virginia* (§22.1-279.3:1) requires school divisions statewide to submit data annually to the Virginia Department of Education (VDOE) on incidents of discipline, crime, and violence. These incidents shall include those that occurred on school property, on a school bus, or at a school-sponsored activity. The *Code of Virginia* (§16.1-299 ed. seq.) requires local law enforcement authorities to report "...and the principal or his designee and the division superintendent shall receive such reports, on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school sponsored activity..."

The federal *Gun-Free Schools Act of 1994* (GFSA, Sec. 14061) requires all states that receive federal funds to report annually the number of students suspended or expelled statewide for the possession of firearms on school property. The *Individuals with Disabilities Education Act*, known as IDEA, also contains requirements for reporting disciplinary actions involving students with disabilities. The federal Office of Special Education Programs (OSEP) requires all states to report in-school suspension data for students with disabilities. The *No Child Left Behind Act of 2001* requires that all states have a system of identifying unsafe schools and ensuring that all children have the option of attending a safe school.

## B. Evolution of Reporting Requirements

A number of changes in the reporting requirements and refinements in the reporting procedures have occurred since school divisions first began reporting data to the VDOE in 1991. Many changes have been made in response to amendments to federal and state laws that have affected reporting requirements. Today, every piece of data collected and every type of incident reported is based on a state or federal requirement and tied to a reporting requirement. In addition, other changes have been made to bring Virginia's reporting process in line with federal standards. Because of the numerous changes in reporting requirements and procedures, caution is advised in comparing data submitted in previous years with current year data.

## C. Reporting Process

The VDOE began converting to an electronic reporting system in 1998 and, since that time, school divisions have submitted data in an electronic format. Using this method, school divisions collect and maintain discipline data in their information systems and submit an electronic file to the VDOE. Effective in the fall of 2004, school divisions were given the option to use a second method of file submission. Using a Web-based data collection application, school divisions can choose to enter manually school division and school level data directly into the VDOE database. A school division may select and use only one of the two methods available for data submission. Effective in January 2007, regional centers/programs were given the ability to submit their own DCV data through the Web-based data collection application. In the past DCV data has been typically due to VDOE in October for the previous school year. This schedule was changed for the 2005-06 data. The final date for submission for

2010-11 school year data for school divisions is July 31, 2011, and July 15, 2011, for the regional centers/programs.

The VDOE provides detailed instructions for data submission to local school divisions and conducts multiple regional workshops each year to assist school division staff involved with the DCV reporting process.

The DCV reporting process is by definition a self-reporting system. The division superintendent is required to verify the accuracy of data submitted, and the VDOE makes every effort to report accurately the data provided by school divisions. However, there have been variations in local methods of collecting and managing data that may have affected the quality of the data. As of school year 2006-07, all codes became three digits. These three digit codes allowed more definitive data collection. However, because these variations are inherent in the process, it is unwise to attempt to rank school divisions, or make comparisons among school divisions. Comparing current and past years' performances without an understanding of methods used to collect and manage data would create incorrect conclusions.

Virginia's reporting process employs a set of offense definitions and a system of offense codes that are consistent with recommendations of the National Center for Education Statistics, the National Forum on Education Statistics<sup>1</sup> and with the provisions of the Uniform Management Information Reporting System (UMIRS), part of the *No Child Left Behind Act of 2001*. Definitions of offenses for 2010-11 are included in this guide in Reference Table I. All reporting complies with state and federal confidentiality laws that prohibit disclosure of information about individual students.

Virginia uses incident-based reporting consistent with federal standards. "Incidents" range from criminal acts that result in law enforcement action to misbehavior disruptive to a classroom. A single event is one incident regardless of how many perpetrators or victims are involved. It is important to recognize that a single incident may involve multiple students and can result in multiple disciplinary actions. For example, a fight involving two students would be considered a single incident although it may produce two suspensions.

#### D. Regional Centers/Programs Submission of Data

All DCV incidents that occur at a regional center/program will be reported by the program/center. School divisions will not report regional center/program data.

The regional center/programs may submit the data using one of two standard methods:

- a. Enter each incident via DCV Web form in the DCV application.
- b. Submit a tab-delimited file created from a student information system or an Excel spreadsheet.

The regional centers/programs will need to do the following to submit data:

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<sup>1</sup>Safety in Numbers: Collecting and Using Incident Data to Make a Difference in Schools. U.S. Department of Education, National Center on Education Statistics, National Forum on Education Statistics. NCE 2002-312. Washington, DC: 2002.

1. Identify the SSWS Account Manager. If one has not been established, the regional center/ program will need to assign this person and secure an account from VDOE. (For SSWS assistance, contact Linda Major, EIM Division, VDOE at (804) 371-78
2. Gain access to the Single Sign-on for Web Systems (SSWS) Web site by contacting the SSWS Account Manager for regional centers/programs.
3. Obtain student demographics from the enrolled school division
  - a. Student number
  - b. Gender
  - c. Race
  - d. Special Education Disability Code
  - e. Grade
  - f. Date of Birth
  - g. Enrolled School Division
  - h. Enrolled School
  - i. Limited English Proficiency (LEP) status
4. Utilize the resource documents for assistance when submitting the 2010-2011 DCV data which can be found at the following link:  
[http://www.doe.virginia.gov/data\\_collection/support/school\\_safety/index.shtml](http://www.doe.virginia.gov/data_collection/support/school_safety/index.shtml).  
Some of the documents are:
  - a. DCV Sample Data Entry form
  - b. Offense Code Reference table
  - c. Tab delimited file requirements
  - d. Spreadsheet Template and Instructions for Regional Center/Programs reporting

NOTE: Section VI (pp. 63-67) provides detailed instructions for reporting of data for the regional centers/programs.

## E. Student Conduct Policy

Virginia law requires local school boards to develop student conduct policies, typically referred to as “codes of conduct.” Although local policies must be consistent with state and federal laws, such as the *Gun-Free Schools Act*, these policies are also intended to meet school division needs. Virginia law prescribes minimum procedures a local school board must follow in cases of suspension and expulsion. Virginia’s *Student Conduct Policy Guidelines* (INFORMATIONAL SUPTS. MEMO NO. 201, October 7, 2005) provides school boards with information related to the suspension and expulsion of students. Suspension and expulsion are defined as follows:

Suspension is defined in § 22.1-277.05 of the *Code of Virginia* as any disciplinary action whereby a student is not permitted to attend school for one school day but fewer than 365 calendar days. Short-

term suspension involves one to ten days. Long-term suspension involves more than ten days and fewer than 365 calendar days.

Expulsion is defined in § 22.1-277.06 of the *Code of Virginia* as “any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.”

| Type of Consequence         | Definition (# Days) |
|-----------------------------|---------------------|
| Short-term Suspension (STS) | 10 days or fewer    |
| Long-term Suspension (LTS)  | 11 to 364 days      |
| Expulsion (EX)              | 365 days            |

Suspension or expulsion, or both, may be used as disciplinary measures when local school authorities determine that such action meets the following criteria:

Suspension or expulsion is

- an appropriate disciplinary sanction for a violation of the student code of conduct;
- appropriate to prevent disruption of the school’s learning environment, programs, or activities;
- appropriate to ensure the safety and welfare of the student, other students, and/or staff;
- appropriate to maintain a safe, drug-free, and orderly school environment conducive to learning.

Local school board policies may identify criteria relating to suspensions and expulsions that are more stringent than the criteria listed above as long as these criteria do not violate other state and federal laws. Removal of students with disabilities from school must be in accordance with state and federal laws and regulations as stated in the federal *Individuals with Disabilities Education Act*.

Although there are uniform requirements and procedures governing the suspension and expulsion of students, local student conduct policies do vary. These differences affect the way that offenses and disciplinary actions are counted and reported to the VDOE.

## F. Data Reporting Requirements for Students with Disabilities

Data on disciplinary sanctions for students with disabilities must be collected from school divisions by the Virginia Department of Education in order for VDOE to meet reporting requirements under the *Individuals with Disabilities Education Improvement Act of 2004 (IDEA)*. VDOE is required to report the number and percentage of children with disabilities by race, ethnicity, limited English proficiency (LEP) status, gender, and disability category. VDOE must report the number of students removed to an interim alternative educational setting and incidents precipitating those removals; the number of children with disabilities subject to in-school suspension; the number of children with disabilities who are subject to long-term suspensions or expulsions; and the number and percentage of children with disabilities who are removed to alternative educational settings or expelled as compared to children without disabilities who are removed to alternative educational settings or expelled.

## G. Reporting Requirements for In-School Suspension of Students with Disabilities

In-School Suspension - Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. An in-school suspension represents a removal from the student's IEP-determined placement, regardless of whether a student has access to the regular curriculum during the in-school suspension and regardless of whether the student receives his or her IEP services during the in-school suspension.

All in-school suspensions, including those administered as part of a Behavioral Intervention Plan, must be reported.

- Sanction Code 01 will be used for reporting in-school suspensions for students with disabilities.
- An in-school suspension must be reported even if there was no reportable offense.
- The number of days of the in-school suspension must be reported. A half day in-school suspension must be reported as one day. Any in-school suspension less than ½ day does not have to be reported.
- Edit checks will ensure that in-school suspension data only apply to students with disabilities.

## H. Permanent Change in Placement for Students with Disabilities

The "IEP Permanent Change in Placement" option in Sanction Table 3 (Code 08) is to be used only for a student with a disability when, following a disciplinary offense, the IEP team meets and determines that the child's current placement is not the least restrictive environment for the child and makes a **permanent change** to the placement specified in the IEP. A permanent change is defined as a **change that is intended to extend beyond the period of any disciplinary action.**

## I. Persistently Dangerous Schools

Each state receiving funds under the federal *No Child Left Behind Act of 2001* must establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school (SUPTS. MEMO # 86, May 9, 2003). The Virginia Board of Education's Unsafe School Choice Option policy was adopted in May 2002. The Board subsequently approved a *Persistently Dangerous Schools Identification Process and Criteria* that established thresholds of incidents using data over a three-year period provided by local school divisions in their *Annual Report on Discipline, Crime, and Violence*. A school exceeding established thresholds may be designated "cautioned," "on probation," or "persistently dangerous." Schools so designated must develop corrective action plans and are subject to graduated interventions (See the Reference Section of this guide for Protocol for Automatic Caution Offenses and Reference Table 10 p.106. DCV Incidents Identifying Persistently Dangerous Schools).

## J. School Report Card

The Virginia School Report Card provides information on student achievement, accreditation, safety, and attendance for the state as a whole, for school divisions, and for individual schools. The Report

Card, accessed on the Virginia Department of Education Web site (<https://p1pe.doe.virginia.gov/reportcard/>), enables parents and the general public to follow Virginia's progress in achieving the goals of the *No Child Left Behind Act of 2001*. School safety information on the School Report Card is based on offense and incident types reported to the Virginia Department of Education in the Discipline, Crime, and Violence report which is used as the foundation for the Safe Schools Information Resource (SSIR). The offenses are color coded and also grouped into nine offense categories. Beginning with the 2006-2007 school year, the report card data is based on the school where the incident took place. (See chart on page 107).

## K. Required Reporting of Certain Offenses to Law Enforcement Authorities

Local school board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the *Code of Virginia* that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal shall report to the local law-enforcement agency any incident described in clause (i) of subsection A. when there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the *Code* lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § [18.2-60.3](#), on a school bus, on school property, or at a school-sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor.

A special notation has been added to Reference Table I for Offense Codes identifying those offenses that need to be reported to law enforcement, pp. 82-96. The total offenses that are reported to law enforcement will be noted on the signature page of the DCV verification report.

## II. PURPOSES, LIMITATIONS, AND APPROPRIATE USES OF DCV DATA

### A. Purposes of DCV Data Collection

To meet state and federal reporting requirements, the Virginia Department of Education (VDOE) collects discipline, crime, and violence (DCV) data from local school divisions in order to

- Identify persistently dangerous schools for Virginia’s Unsafe School Choice Option Policy required by the federal *No Child Left Behind Act of 2001 (NCLB)*;
- Provide school safety indicators for Virginia’s School Performance Report Card;
- Prepare Virginia’s *Annual Discipline, Crime, and Violence Report* as required by Virginia law (*Code of Virginia §22.1-279.2:1*);
- Report suspensions and expulsions of students with disabilities required by the federal *Individuals with Disabilities Education Act (IDEA)*;
- Report in-school suspensions of students with disabilities required by the federal Office of Special Education Programs (OSEP)
- Report school safety indicators required by the federal *Safe and Drug-Free Schools and Communities Act*;
- Report firearms in schools required by the federal *Gun Free Schools Act*.

### B. Limitations of Data

DCV data collected have certain limitations arising from two primary sources: changes in reporting requirements across time and variations in student conduct policies across localities. Variations in local methods of collecting and managing data also contribute to some variations in the quality of data submitted across localities.

Because of year-to-year changes in reporting requirements, readers are advised to use caution in comparing 2010-11 data to data reported for previous years. However since the 2007-2008 school year,

the reporting requirements and definitions have remained consistent. This has improved the quality of data submitted across locations.

Because of variations in local school division student conduct policies and, to a lesser extent, the quality of data submitted, readers are strongly cautioned against making comparisons between and among school divisions.

## **C. Appropriate Uses of Data**

According to the National Center for Education Statistics, data are important to help

- Replace hunches with facts.
- Identify the causes of problems.
- Assess needs so that services can be targeted.
- Determine whether goals are being accomplished.
- Understand the impact of prevention and intervention.
- Answer community questions regarding the results of citizens' investment in public education.

The most important reason for collecting discipline, crime, and violence data is to use the information to promote school safety and student learning. This information enables administrators to assess the impact of school safety and prevention programs that have been implemented. Data can demonstrate a school or school division's need for additional funds and can provide the basis for grant applications. Incident data are also useful in assessing the costs associated with discipline problems and in allocating resources appropriately. By more precisely identifying the types, locations, and circumstances of disciplinary problems, school divisions and individual schools can more effectively select strategies and allocate resources to address problems.

It is important, however, that data be examined in context. A high suspension rate could indicate a school with high levels of disorder. However, schools that do not tolerate misbehavior can also have high suspension rates, particularly as they work to effectively manage student misbehavior. Conditions such as overcrowding and poorly designed buildings can also contribute to high suspension rates. The context is critical to understanding the numbers and to determining policy and programmatic implications.

### III. PROCESSES FOR COLLECTING AND SUBMITTING DCV DATA





There are three processes used to collect and report data for Virginia’s *Annual Discipline, Crime, and Violence Report*: data collection, data submission, and data verification.


#### A. Data Collection

The process of data collection begins within individual schools and with single incidents that must be appropriately classified as to the offense. Offense categories, definitions, and codes are found in the Reference Section of this guide. (See Reference Table 1.)

School divisions must report to the VDOE the following data elements for each incident of discipline, crime, or violence occurring in a school. To ensure data accuracy and consistency, LEAs must align their data collection form and/or collection system to include these required data elements. A sample data collection form appears in the Reference Section of this guide.




| <b>DCV Data Elements</b> |  |
|--------------------------|--|
| <b>1</b>                 | <b>Record Type</b><br>The record type for all records is “B.”  |
| <b>2</b>                 | <b>Student Identifier</b><br>A unique identifier locally assigned within a school to provide confidential identification of a specific student. This student identifier is to be used throughout the report even if the student is involved in multiple incidents or transfers from one school to another within the division.                                   |
| <b>3</b>                 | <b>Non-student Identifier-NS</b><br>If the offender is not enrolled in any Virginia public K-12 school, report the individual as a non-student.  |
| <b>4</b>                 | <b>Unknown Identifier-UN</b><br>If an incident occurs and the offender is not known, indicate an unknown individual.   |
| <b>5</b>                 | <b>Enrolled Division Number</b><br>A state-assigned three-digit division number for the school division where the student is officially enrolled in school. Enrolled division number may be left blank for non-students and unknown offenders.   |
| <b>6</b>                 | <b>Enrolled School Number</b><br>A state-assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership report will not be accepted. Enrolled school number may be left blank for non-students and unknown offenders. |
| <b>7</b>                 | <b>Incident Division Number</b><br>A state-assigned three-digit division number for the school division where the incident occurred.   |

| <b>DCV Data Elements</b>   |  |
|--|--|
| <b>8</b><br>    | <b>Incident School Number</b><br>A state-assigned four-digit school number for the school where the incident occurred.   |
| <b>9</b>   | <b>Grade</b><br>A student's enrolled grade at the time of the incident shall be determined according to the codes provided. Grade may be left blank for non-students and unknown offenders. See Reference Table 4: Grade Level.  |
| <b>10</b>  | <b>Disability Code</b><br>A unique code to identify students with disabilities according to the two-digit disability number that is provided. 504's are included, but are not used for IDEA reporting. See Reference Table 5: Disability Codes.  |
| <b>11</b>  | <b>Student's Date of Birth</b><br>The date of birth (up to age of 19 for regular education and 22 for special education and LEP) is required for all students and shall be entered as mm/dd/yyyy. Date of birth may be left blank for non-students and unknown offenders.  |
| <b>12</b><br>   | <b>Hispanic Question</b><br>Under Hispanic question a "Y" for yes or "N" no for the question concerning Hispanic race as an identification for race.   |
| <b>13</b><br>  | <b>Racial/Ethnic Code</b><br>Virginia race ethnicity codes shall be used to describe the groups to which a student belongs. The two parts that most closely reflect the individual's recognition in the community should be used for purposes of reporting students who are of racial and/or ethnic origins.   |
| <b>14</b>  | <b>Gender</b><br>The gender code of <b>F=female</b> and <b>M=male</b> is to be used. It may be left blank for non-students and unknown offenders.  |
| <b>15</b>  | <b>Incident Date</b><br>The date that the incident occurred should be entered as mm/dd/yyyy. The date is required for reporting all incidents.   |
| <b>16</b><br> | <b>Incident Code</b><br>A unique code of not more than ten characters, locally assigned within a <b>school division to identify an incident</b> . The same incident code cannot be repeated within the division. One code is used on the report for all students involved in a particular incident. This is one of the key fields linking incident records to student records. If multiple students were involved in a specific incident, all students would be assigned the same incident code. Fighting incidents always involve two or more students. An offense code for fighting will generate multiple records with the same incident code number. However, if the same student has more than one offense on different dates, use a different incident code for each incident. See Reference Table 1 for offense codes and definitions, pp. 82-96. |
| <b>17</b>  | <b>Offense Code 1 through Offense Code 3</b><br>All required offenses listed on Reference Table 1 for which a student is suspended or expelled must be reported. For the majority of students, there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates that this offense perpetrated the sanction. There are spaces for two more offense codes (Offense Code 2 and Offense Code 3).   |
| <b>18</b>  | <b>Number of Firearms Confiscated</b><br>Report the number of firearms confiscated. If a firearm is confiscated but cannot be linked to a specific student, report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when   |




| <b>DCV Data Elements</b>   |   |
|--|---|
|  | there are multiple students involved, the count should be reported for only one of the students.  |
| <b>19</b>  | <p><b>Number of Non-Firearm Weapons Confiscated</b><br/>Report the number of non-firearm weapons confiscated. If a weapon (non-firearm) is confiscated, but cannot be linked to a specific student, report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.</p>   |
| <b>20</b><br> | <p><b>Final Division Discipline or Sanction</b><br/>“Discipline sanction” defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99 (no days suspended or expelled), this incident is still recorded. (For specific offense codes that apply to sanction 99 see Table 14 pp. 111-114). There will be a new code (08) which will be for Special Education Students-- IEP Permanent Change in Placement. See Reference Table 3: Sanctions/Days Codes, p. 98.</p> |
| <b>21</b>  | <p><b>Number of Days Suspended or Expelled</b><br/>The number of days suspended or expelled is required for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. See Reference Table 13: Sanctions/Days Codes, p.110.</p>  |
| <b>22</b>  | <p><b>Number of Victims</b><br/>A victim is the recipient of an offensive act that may be criminal in nature; the term usually relates to personal crimes. Report the number of victims as a result of an incident, i.e., (01). The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report zeroes (00) if there were no victims. See Reference Table 9: Codes Requiring Victim Counts, p. 105.</p>   |
| <b>23</b>  | <p><b>Alternative Placement</b><br/>An alternative education program may be any program for students who are not enrolled in the regular school environment, such as students at-risk for dropping out, students who have been expelled from their regular classes, or students who are undergoing outpatient treatment for drug use. Indicate whether or not the student was placed in an alternative education program as a result of this incident. This applies to disabled and non-disabled students. Place <b>Y</b> or yes or <b>N</b> for no. Do not leave blank.</p>  |
| <b>24</b>  | <p><b>Expulsion</b><br/>Expulsion means that a student will not be allowed to return to school for 365 days or permanently, as determined by the local policy. Indicate if disciplinary action for the student included permanent expulsion. Place <b>Y</b> for yes or <b>N</b> for no. Do not leave blank.</p>   |
| <b>25</b>  | <p><b>Time Element</b><br/>This field is necessary in order that the time of an incident may be tracked according to whether it occurred during the school day, at a school activity, at a non-school activity, or in transit. See Reference Table 7: Incident Time Element Codes, 102.</p>   |
| <b>26</b><br><b>!!</b>   | <p><b>Limited English Proficiency</b><br/>This field is necessary in order that each student can be identified according to his/her English proficiency. Place a <b>Y</b> for yes or <b>N</b> for no. Do not leave blank.</p>   |
| <b>27</b><br><b>!!</b>   | <p><b>Reporting to Law Enforcement</b><br/>This field is necessary in order that major incidents are reported to law enforcement and a data record is maintained. All students within the incident must receive the same “Y” (yes) or “N” (no). Those offense codes that require law enforcement notification are noted on Reference Table 1, pp. 82-96.</p>  |

## B. DCV Data Collection Strategies



The following are ten strategies recommended for school divisions (LEAs) to use in collecting discipline, crime, and violence (DCV) data.

| <b>Recommended Strategies for DCV Data Collection</b>                                    |   |
|--|---|
| 1  | Assign the responsibility for data entry for a small school to only one person. Assign data entry for a medium or large school to individuals with clear directions or responsibilities (i.e., assistant principals).   |
| 2  | Create a paper form that corresponds with the data requested by the division's data collection system or the VDOE's Web submission system. See Sample Discipline Data Form 2010-11 on pp. 80-81 of this guide.  |
| 3  | Assign login/password rights to the data entry person using VDOE's Web submission system.   |
| 4  | Enter all discipline data weekly at the school level.   |
| 5<br> | Evaluate data at the school level quarterly to ensure the accuracy of the data. Using VDOE's file submission data collection process, each division has the option of submitting a file from its electronic data collection system through the Web to check for errors and generate a report for each school. However, if the division decides to use the Web submission data collection process as a manual entry for each school, the file submission from the division data collection system cannot be mixed with the manual entry process. The most recent process will overwrite the earlier process. See The Web Submission Method on page 30 of this guide. |
| 6  | Monitor all disciplinary cases sent to the school board for review. If the disciplinary data is modified or needs modification, <u>one person</u> must be responsible for tracking the disposition of the disciplinary action.  |
| 7<br> | Create a decision-making review team at the division level to examine the DCV data to ensure accuracy and consistency in reporting data.  |
| 8<br> | Create and revise division protocols every two years to maintain high standards and consistency in DCV reporting. Protocols need to parallel the division's Student Code of Conduct.  |
| 9  | Provide in-service training in data entry for division staff.   |
| 10   | Align division offense codes with VDOE offense codes within the division's data collection system.  |

The following are tips for understanding key data elements and terms.

| <b>Tips for Understanding Data Elements and Terms</b>   |   |
|---|---|
| <b>1</b>  | <p><b><u>Incident</u></b><br/>An incident is the event itself (such as a fight) that may involve one or more student offenses.</p>  |
| <b>2</b>  | <p><b><u>Offense</u></b><br/>The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.</p>   |
| <b>3</b>  | <p><b><u>One incident, one report</u></b><br/>One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the incident.</p>  |
| <b>4</b>  | <p><b><u>One incident with several offenses</u></b><br/>If more than one offense is part of a single incident, both the single incident and multiple offenses shall be reported.</p>  |
| <b>5</b><br> | <p><b><u>Incident-based reporting</u></b><br/>All data collected shall reflect <u>incident-based reporting</u>. For example, a fight is a single incident that will involve at least two students and several offenses. The incident number needs to be assigned when the incident occurs, not during the database extraction stage.</p>  |
| <b>6</b>  | <p><b><u>Incidents at off-campus, school-sponsored events</u></b><br/>When a student is involved in an incident occurring off-campus at a school-sponsored event, that incident must be reported. The student may be either a perpetrator or a victim. <u>The student's home school is responsible for reporting the incident under its own school number.</u></p>  |
| <b>7</b><br> | <p><b><u>Incidents on school grounds 365 days a year/24 hours a day/7 days a week</u></b><br/>All incidents occurring on school grounds, 365 days a year/24 hours a day, seven days a week, must be reported. This includes all public school property that serves students in any or all grades, PK-12. Incidents must be reported whether or not the offender is an enrolled student. Any incident that happens after school hours and not at a school-sponsored event will <u>not</u> count against the incident school in determining the persistently dangerous school threshold points.</p> |
| <b>8</b><br> | <p><b><u>Incidents in alternative education, Governor's schools, special education, career/ technical or regional centers</u></b><br/>Incidents that occur in regional centers/programs must be self-reported. All incidents occurring in alternative education settings (whether a school, center, or other), or at a career/technical school, a Governor's School, or a special educational center shall be reported. If a regional center has an incident, the "incident division" number would be the</p>   |

## Tips for Understanding Data Elements and Terms

|  |   |
|--|---|
|  | regional center number. The “incident school” number would be the school number for the regional center. See 8: Regional Centers/programs 2010-11, pp. 103-104  |
| <b>9</b>   | <p><b><u>Incidents on school transportation</u></b></p> <p>All incidents that occur on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events, must be reported (if they involve a required code).</p>  |
| <b>10</b>  | <p><b><u>Incidents resulting in Saturday school, in-school, or sanctions involving suspension or expulsions</u></b></p> <p>These incidents (if they involve a required code) must be reported, regardless of sanction.</p>  |
| <b>11</b>  | <p><b><u>Incidents resulting in suspension or expulsions</u></b></p> <p>All incidents resulting in out-of-school suspension or expulsion must be reported, regardless of sanction.</p>  |
| <b>12</b>  | <p><b><u>Offense Codes</u></b></p> <p>All offense codes have been placed into one alphabetized reference table that lists all codes according to offense term. Depending on the offense, the sanction may involve required reporting or reporting for expulsion or suspension only. The Reference Table clearly indicates which offense codes have to be reported and in what manner. See Reference Table 1, pp. 82-96.</p> |
| <b>13</b>  | <p><b><u>Time Period</u></b></p> <p>All data will be collected for a 365-day period, beginning with June 20, 2010, and ending on June 19, 2011. Summer school data for 2010 will be included in this time period.</p>   |
| <b>14</b><br> | <p><b><u>Primary Offense</u></b></p> <p>A primary offense is the most important offense that is responsible for the student receiving a disciplinary sanction. The primary offense will be listed as Offense Code 1.</p>  |
| <b>15</b><br> | <p><b><u>Shared Incident Codes</u></b></p> <p>An incident that occurs involving several students from different enrolled schools will have the same incident code. The different enrolled schools can be either within the same school division or from one or more school divisions.</p>   |

## C. Data Submission Methods

DCV data must make its way from the school to the division level, typically being entered into some type of data management system, then from the school division to the Virginia Department of Education's data management system. School divisions submit DCV data to the VDOE through one of two methods:

- The Division File Submission Method—a method in use since 1998 that involves the uploading of an electronic file  
or
- The Web Application Submission Method—a method available to school divisions since fall 2004 involving the manual entry of data into VDOE's web-based data management system.

Sections devoted to the specifics of using each of these methods can be found in this guide.

School divisions must choose one of these two methods; the methods cannot be combined.

## D. Data Verification

There is also a **verification process** for DCV data submitted to VDOE whereby the school superintendent signs off that the information submitted by the division is accurate. The verification report for the 2010-11 school year will show the division total of the number of incidents reported to law enforcement. Additionally, the Department of Education has developed a number of "edit checks" designed to help school divisions report accurate and complete data. See Reference Table 12, pp. 108-109. DCV Edit Checks for a complete list of edit checks for 2010-11. The School Report Card Data within the verification report has been modified. This page is more specific and has been aligned with data on the Safe Schools Information Resource (SSIR) Web site.

The following chart provides a summary at a glance of the processes used in DCV data collection and reporting. Detailed information about procedures used in each process follow the chart.

## E. Comparison of Processes Used in DCV Data Collection and Reporting

|                         | LEA Data System   | VDOE Web-based Application   |
|-------------------------|---|--|
| Data Collection         | All collections can be made through the division's collection system. All data elements are defined in a table. See table of Data Elements earlier in this section.   | All collections can be made through VDOE's Single Sign-on Web System (SSWS) This system is described in a later section of this guide.   |
|                         | A division must decide on ONE method for data collection. (1) VDOE's Web submission collection system or (2) the division student information collection system (e.g., Power School, Star Base). These two systems cannot be mixed. If data is edited manually in VDOE's Web submission collection application, it will delete any file data or vice-versa.   |  |
| Data Submission to VDOE | Data from a division's student information collection system needs to be extracted and formatted in a tab-delimited text file. See table on File Layout for Tab-Delimited File in the File Submission Method section of this guide. This tab-delimited text file will be submitted via the VDOE SSWS system. It may be submitted monthly, every 9 weeks, or yearly. <b>PLEASE NOTE: Each time the file is submitted, it will <u>overwrite</u> the previous data.</b>  | When data is entered in VDOE's Web application system, it will not be finalized until all incidents have been submitted. It is not possible to use the Web application system and the tab-delimited text file submission together. Divisions must decide which submission process they will use.   |
| Data Verification       | When a tab-delimited text file is submitted through SSWS, the file will generate one of three messages, "Failed," "Successful," or "Warnings Successful." When the message reads "Successful" or "Warnings Successful," the user can generate the final verification report by clicking on the "Completed Data Entry Form" link provided there are no final error messages. This allows the user to verify the data being submitted. After this process is complete, the Regional centers/programs assigned to the division must be finalized before a signature page can be generated. When the final verification signature page is generated, the Web window will be locked. | At the division level, a verification report may be generated at any time by going to the link Verification Report. This report will appear without a signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When resubmitting the data, the new file will overwrite the previous file. When all data have been completed, the steward of the data will go to the link Completed Data Entry and complete the questions. If all information is complete and the questions are answered with yes or NA appropriately, click the Save button. After this process is complete, the Regional centers/programs assigned to the division must be finalized before a signature page can be generated. This will notify the division that a final verification report with the signature page will be generated and the window will be locked. |
|                         |   |  |

# **The Division File Submission Method**

## IV. DIVISION FILE SUBMISSION PROCEDURES

### A. Basic Process for the File Submission Method

This method will only be done at the division level. No school will be submitting a file of data. The File Submission Method allows school divisions to enter data on DCV incidents directly into their division's student data management system (e.g., Power School, Star Base). The division then periodically extracts data from the division's system and uploads it to the Virginia Department of Education's data management system in a tab-delimited file format with a header, Record A, Record B, and a record count at the end of the file as described in the File Layout for a Tab-Delimited File table on the next page.

The Division File Submission Method may be used as an ongoing process of submission up to the final due date. For 2010-11 data, the due date is July 31, 2011 for school divisions. A tab-delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All information is entered in the division's data collection system, and all information is corrected in the division's data collection system.

In order for data to be evaluated for errors, each school may be given a user logon and password by the division account manager for the VDOE SSWS system. After the tab-delimited file has been submitted by a designated division person and is successful, the schools may be notified to check their individual school's data for accuracy. If any edits are necessary, these edits **MUST** be made in the division's data collection system, **NOT** in VDOE's Web application. This process may be done every nine weeks or monthly.

### B. File Layout for a Tab-Delimited File

NOTE: The school year begins on June 20, 2010, and ends on June 19, 2011. Any incidents that occur after June 19, 2011, will be recorded on the next school year report (2011-2012).

| <b>Header Records (must include all records as indicated)</b>          |
|--|
| <b>SenderID</b> =<3-digit division number of division submitting file> |
| <b>CreateDate</b> =<current date in mm/dd/yyyy format>                 |
| <b>CreateTime</b> =<current time in hh:mm:ss format>                   |
| <b>EMAIL</b> =<sender's e-mail address>                                |
| ~~   |
| <b>DATATYPE</b> =DISCIPLN  |
| ~  |

| <b>“A” Record – Fixed Length</b> |                       |   |
|----------------------------------|-----------------------|---|
| <b>Maximum Field Length</b>      | <b>Field Name</b>     | <b>Field Acceptable Values</b>                  |
| 1                                | Record Type           | Constant = A                                    |
| 8                                | Data Collection Name  | Uppercase; constant = DISCIPLN                  |
| 4                                | Beginning School Year | F Four-digit year for beginning of school, 2010 |
| 3                                | Division Number       | L Leading zeroes must be included, i.e., 005    |

| <b>“B” Record - Tab-Delimited (27 Columns)<br/>Student/Incident Information</b> |                   |                                |
|---|-------------------|--------------------------------|
| <b>Maximum Field Length</b>   | <b>Field Name</b> | <b>Field Acceptable Values</b> |

|    |                           |   |
|----|---------------------------|---|
| 1  | Record Type               | Constant = B  |
| 12 | Unique Student Identifier | Unique identifier for each student within a school division;<br>NS=Non-Student<br>UN=Unknown  |
| 3  | Enrolled Division Number  | Division # where student enrolled 001-999   |
| 4  | Enrolled School Number    | School # where student enrolled 0001-9999   |
| 3  | Incident Division Number  | Division # where incident occurred 001-999  |
| 4  | Incident School Number    | School # where incident occurred 0001-9999  |
| 2  | Grade                     | PK = Pre-Kindergarten<br>KG = Kindergarten<br>01=Grade 1<br>02=Grade 2<br>03=Grade 3<br>04=Grade 4<br>05=Grade 5<br>06=Grade 6<br>07=Grade 7<br>08=Grade 8<br>09=Grade 9<br>10=Grade 10<br>11=Grade 11<br>12=Grade 12<br>PG=Post-Graduate |

|   |                   |  |
|---|-------------------|--|
| 2 | Special Education | 02=SD-Severe Disability  |
|   | Disability        | 03=MD - Multiple Disabilities<br>04=OI - Orthopedic Impairments<br>05=VI - Visual Impairments<br>06 =HI - Hearing Impairments<br>07=SLD - Specific Learning Disabilities<br>08=ED - Emotional Disturbance<br>09 =SLI - Speech/Language Impairments |

|    |                        |  |
|----|------------------------|--|
|    |                        | 10 =OHI - Other Health Impairments                                     |
|    |                        | 12=DB - Deaf-Blindness   |
|    |                        | 13=AUT - Autism  |
|    |                        | 14=TBI - Traumatic Brain Injury  |
|    |                        | 15=504   |
|    |                        | 16=DD - Developmental Delay  |
|    |                        | 19=ID – Intellectual Disabilities                                      |
| 10 | Date of Birth          | Date mm/dd/yyyy  |
| 1  | Question of Hispanic   | Y = Yes, N = No  |
| 2  | Racial/Ethnic Category | 01 American Indian/Alaska Native                                       |
|    |                        | 02 Asian   |
|    |                        | 03 Black or African American   |
|    |                        | 05 White   |
|    |                        | 06 Native Hawaiian/Other Pacific Islander                              |
|    |                        | 07 Am. Ind./Alaska Nat, & Asian  |
|    |                        | 08 Am. Ind./Alaska Nat. & Black or African Am.                         |
|    |                        | 09 Am. Ind./Alaska Nat. & White  |
|    |                        | 10 Am. Ind./Alaska Nat.& Nat. Hawaiian                                 |
|    |                        | 11 Asian & Black or African Am.  |
|    |                        | 12 Asian & White   |
|    |                        | 13 Asian & Nat. Hawaiian   |
|    |                        | 14 Black or African Am. & White  |
|    |                        | 15 Black or African Am. & Nat. Hawaiian                                |
|    |                        | 16 Nat. Hawaiian & White   |
|    |                        | 17 Am. Ind./Alaska Nat., Asian & Black or African Am.                  |
|    |                        | 18 Am. Ind./Alaska Nat., Asian & White                                 |
|    |                        | 19 Am. Ind./Alaska Nat., Asian & Nat. Hawaiian                         |
|    |                        | 20 Asian, Black or African Am. & White                                 |
|    |                        | 21 Asian, Black or African Am.. & Nat. Hawaiian                        |
|    |                        | 22 Black or African Am., White & Nat. Hawaiian                         |
|    |                        | 23 Black or African Am., Nat. Hawaiian, & Am. Ind./Alaska Native       |
|    |                        | 24 White, Black or African Am. & Am. Ind./Alaska Native                |
|    |                        | 25 White, Nat. Hawaiian, & Am. Ind./Alaska Native                      |
|    |                        | 26 White, Nat. Hawaiian, & Asian                                       |
|    |                        | 27 Am. Ind./Alaska Nat., Asian, Black or African Am.& White            |
|    |                        | 28 Asian, Black or African Am., White & Nat. Hawaiian                  |
|    |                        | 29 Black or African Am., White Nat. Hawaiian, & Am. Ind./Alaska Native |
|    |                        | 30 White, Nat. Hawaiian, Am. Ind./Alaska Native & Asian                |

|    |                                    |  |
|----|------------------------------------|--|
|    |                                    | 31 Nat. Hawaiian, Am. Ind./Alaska Native, Asian & Black or African Am.<br>32 Am. Ind./Alaska Nat., Asian, Black or African Am., White & Nat. Hawaiian  |
| 1  | Gender                             | F=Female, M=Male   |
| 10 | Date of Incident                   | Date mm/dd/yyyy  |
| 10 | Incident Code                      | XXXXXX99999m Unique code for each incident (All students involved in a particular incident would be assigned the same incident code.   |
| 5  | Primary Code                       | See Offense Code Reference Table I (rev.7/2008)  |
| 5  | Offense Code 2                     | See Offense Code Reference Table I (rev.7/2008)  |
| 5  | Offense Code 3                     | See Offense Code Reference Table I (rev.7/2008)  |
| 5  | Number of Firearms Confiscated     | Leading zeros must be included, i.e., 00100  |
| 5  | Number of Non-Firearms Confiscated | Leading zeros must be included, i.e., 00100  |
| 2  | Final Division Discipline/Sanction | 01=Special Education In-school suspension. A minimum of one day. No half days are allowed.<br>02=Short-term suspension (out of school) 1-10 days<br>03=Long-term suspension (out of school) 11-364 days<br>04=Expulsion (365 days)<br>05=Special education interim alternative placement-LEA decision (up to 45 days)<br>06=Special education interim alternative placement-hearing officer decision (up to 45 days)<br>07=Modified expulsion by LEA under SDFSCA and GFSA (0 to 364 days)<br>08=Special education permanent change in placement<br>99=None of the above |
| 3  | Number of Days Suspended           | Numeric (000-maximum school days)<br>364 days = suspension 365 days = expulsion  |
| 2  | Number of victims                  | Numeric (00-99)  |
| 1  | Alternative Placement              | Y=Yes; N=No  |
| 1  | Permanent Expulsion                | Y=Yes; N=No  |
| 2  | Time Incident Took Place           | 01=During the regular school day<br>02=During a school-sponsored activity  |

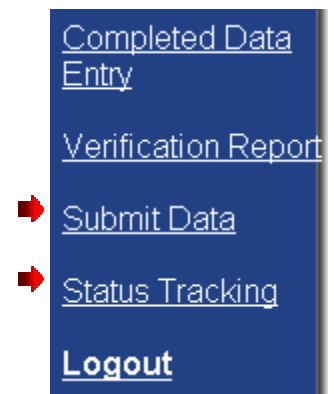
|   |                             |  |
|---|-----------------------------|--|
|   |                             | (outside school hours)   |
|   |                             | 03=During a non-school-sponsored activity (outside school hours) |
|   |                             | 04=In transit (on the way to or from school)                     |
| 1 | Limited English Proficient  | Y= Yes ; N= No   |
| 1 | Reported to Law Enforcement | Y = Yes ; N = No   |

| <b>Trailer Record</b>  |  |  |
|--|--|--|
| <b>RecordCount=&lt;number of A and B records included in this file (A record plus all B records)&gt;</b> |  |  |

## C. Procedure for Submitting the Tab-Delimited File

- The file must be in tab-delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the **school year**.

- Click the **Submit Data** link.
- Browse for the file and click **Submit**.
- If the file passes this phase, click the **Status Tracking** link.
- If there are any edit check errors, these errors must be corrected.
- When the file reads “Successful” or “Warnings-Successful,” the individual schools will be able to generate their report and check for errors



- unlike previously, clicking on the link “Successful” or “Warnings-Successful” will not generate a verification report with a signature page. Instead it will generate the report with a **verification page** that requests the user to review the report for accuracy.

October 27 2004 11:28 AM

Virginia Department of Education  
Office of Educational Information Management  
2004 - 2005 Discipline / Crime and Violence Verification

Page 1 of 10

TO: Claudia S. Bates  
20 - CHARLOTTE CO PBLC SCHS

FROM: Discipline, Crime and Violence  
Reporting Team

Phone: (434) 542-5123  
Phone: (804) 225-2986

Fax: (434) 542-4938  
Fax: (804) 371-8978

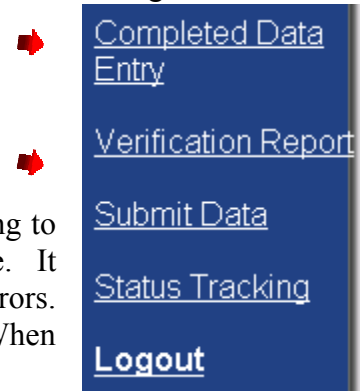
SUBJECT: Verification Report - Student Discipline 2008-2009

Please review the attached reports for accuracy. This report represent summaries of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st semester, 2nd semester, summer school and centers if applicable.

Thank you.

- After the information has been verified and corrected, click **Completed Data Entry**. A form will appear with questions that must be answered before the verification report with the signature page will be generated.



## D. Procedure for Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link **Verification Report**. This report will appear without a signature page. It may be generated after each submission (i.e., every nine weeks) to check for errors. Any modifications must be made in the division’s data collection system. When modified data are resubmitted, the new file will overwrite the previous file.

## E. Procedure for Final Submission of Data

Final submission of data will involve an entire year of data based on the start date that is given by your division in the Web School and Staff Application. The data include the entire school year, all summer school.

When all data have been completed, the steward of the data (the DCV Coordinator) will go to the link **Completed Data Entry** and complete the questions. If all information is complete and the questions are answered with “yes” or “NA” appropriately, click the **Save** button. After the form is saved, errors may be generated. If you have errors, continue to clean up the errors. A list of the regional center programs appears below the divisional questions. This list indicates if the regional centers/programs have finalized or not.

## Completed Data Entry

Please complete the Completed Data Entry form by answering each question with "Yes" or N/A.

When the entry form is saved, errors may be generated. If you have errors, continue to clean up the errors. A list of the regional center/programs appears below. This list indicates if the regional center/program has finalized or not.

When the entry form is saved and there are no errors and all regional center/programs have finalized, the current collection window will be closed.

1. Have you entered Data for first semester? Yes  No
2. Have you entered Data for second semester? Yes  No
3. Have you entered Summer School Data? Yes  No  NA

[← Back](#)

[Save](#)

### Regional Centers/Programs

|     |  |
|-----|--|
| 264 | New Horizons Governor's School                             |
| 285 | New Horizons Regional Education Center - Special Education |
| 307 | New Horizons Career and Technical Center                   |
| 402 | Enterprise Academy/Newport News City                       |
| 419 | Three Rivers Pilot Project/York Co                         |

### Finalized

No  
No  
No  
No  
No

When the entry form is saved and there are no errors and all regional centers/programs have finalized, the current collection window will be closed.

# **The Web Application Submission Method**

# V. WEB APPLICATION SUBMISSION PROCEDURES

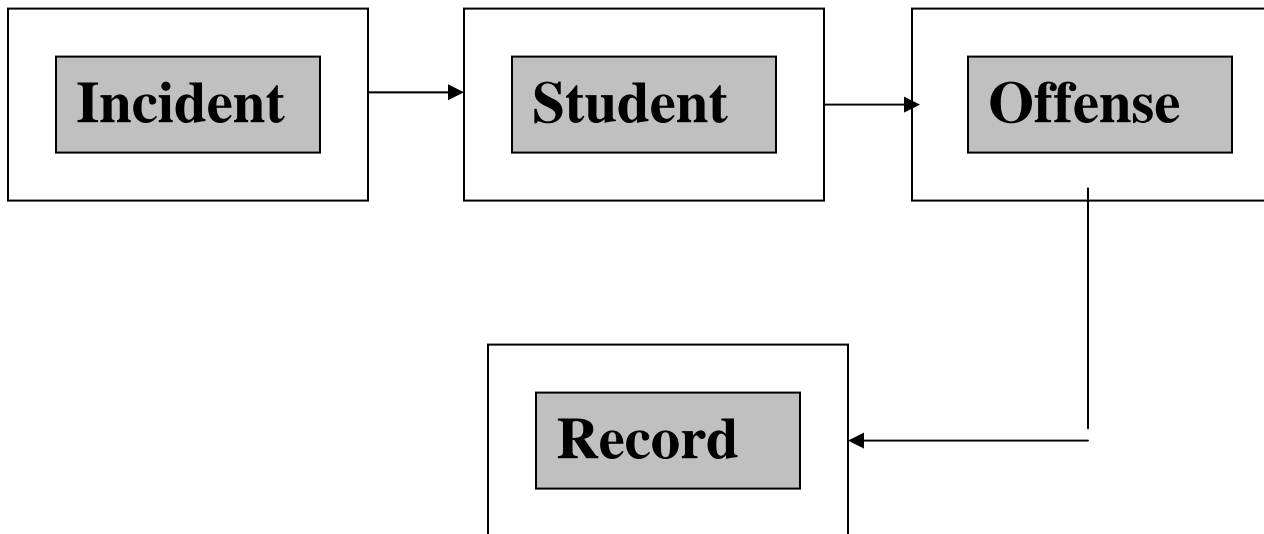
## A. Basic Process for Web Submission

The Web Submission Method will allow division- and school-level entry of discipline, crime, and violence incident data. Users will log into the Single Sign-on for Web Systems (SSWS) to enter DCV data manually for their respective school or division. The manual entry method uses a newly designed Web collection application that allows each division or school to enter data daily per incident. The manual data entry method cannot be combined with the Division File Submission Method. One file will overwrite any data that is manually entered. The manual data entry method can be used at either the division level or the school level. There are reporting abilities at both levels.

It is possible to view data from previous school years within VDOE's Web submission system. However, it is not possible to edit data except within the existing school year.

## B. Organizational Diagram of Web Application Cycle

The organizational chart below illustrates a complete cycle involving the three elements that contain the data within the Oracle database. Each element must contain the correct information and be finalized by linking the three data elements together to form one record. If any link becomes broken by deleting an element, an internal error is created and will be displayed on the Completed Data Entry form.



The most common errors that break these data links are

- Deleting a student link from the incident element without deleting the student from the offense element or from the student data bank element.
- Deleting a student who has attended multiple schools within the same division. A student enrolled in more than one school throughout the school year should not be deleted. The student is read by the application as (Student A enrolled in school 105) and then re-enrolled as (Student A enrolled in School 106). This is seen by the application as two different students.
- Shutting down the computer before an entire cycle is completed.

## C. Web Submission Manual Data Entry Procedures

### 1. Procedure for Login to the Single Sign-on Web System (SSWS)

There are two levels of access—school level and division level. The levels of access will depend upon the rights allocated to the user by the division’s account manager.

### 2. Procedure for Opening the Screen for Each Type of User

All users have to select on the home page the school year they are working with.

Discipline, Crime and Violence Home

## Welcome to the Discipline, Crime and Violence Reporting System

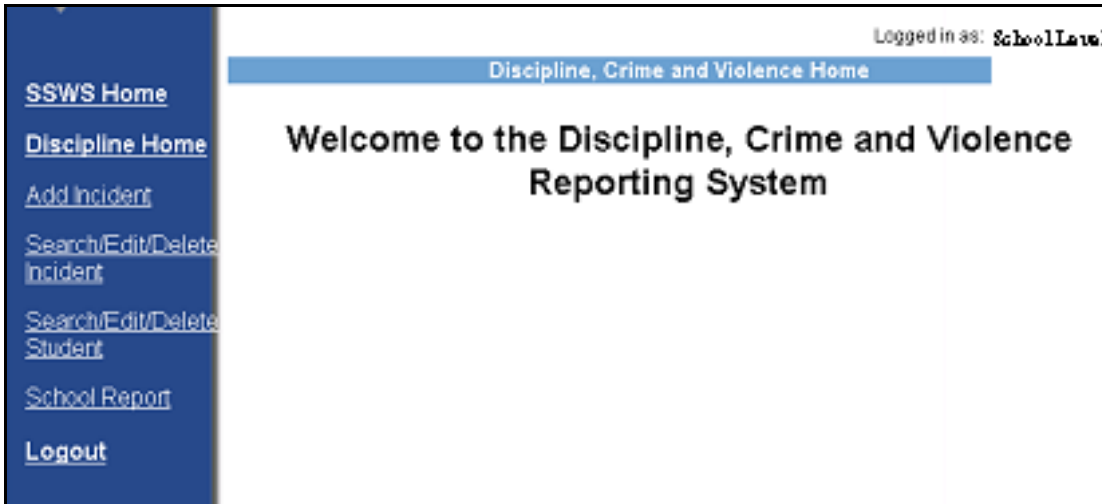
Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar.

School Year:

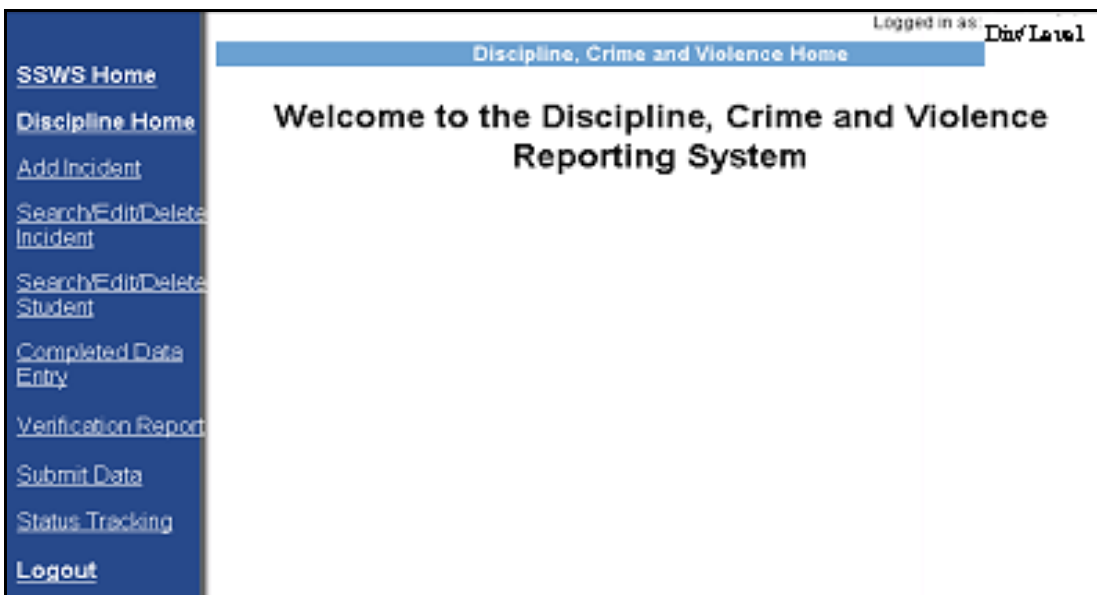
*Note: All previous years Data are in read only mode.*

**The Two User Levels:**

- **School-Level Users** can enter data only for their respective school and will see the following home page. Please note that the links offered for each level of user are different.



- **Division-Level Users** can enter data only for their respective division and will see the following home page. Please note that the links offered for each level of user are different.



### 3. Procedure for Adding an Incident Link

**(NOTE: All screen shots displayed include false data)**

The **Add Incident** screen allows the user to add an incident for the selected school year. For each incident, the user may enter up to ten offense codes.

Logged in as: Joyce H

**Add Incident**

Please enter details for the incident. Click the "Add/Select Student" button to add students to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division: 020 - CHARLOTTE CO PBLC SCHS

Incident School: Select

Offense Code 1: Select

**Add More Offenses**

Firearm Weapon Count: 0 Non Firearm Weapon Count: 0 Victim Count: 0

When did the incident take place: Select

Was the incident reported to Law Enforcement: No

**Back** **Reset** **Add/Select Student**

- **Add More Offenses** allows the user to enter up to ten offense codes for the incident.
- **Back** button takes the user to the home page.
- **Reset** clears all the changes in the current form.
- **Select/Add Student** allows the user to add or select student to link to incident.

## 4. Procedure for Using the Search/Edit/Delete Incident Link

The **Search/Edit/Delete Incident** link allows the user to search all existing incidents. A list of all existing incidents will appear, and the user may edit or delete them.

Searching for an incident will bring up a list of all existing incidents which the user may choose to either **Edit** or **Delete**.

Logged in as: Joyce Martin

**Search Incident**

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division: 001 - ACCOMACK CO PBLC SCHS

Incident School: Select

Student Id:  Student Last Name:

Back Reset Search

Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.

Total Number of Incidents matching the search criteria: 8

| Rep. Div. | Incident Code | Inc. Date  | Inc. Div. | Inc. Sch. | Off. 1 | Off. 2 | Off. 3 | Off. 4 | Off. 5 | Off. 6 | Off. 7 | Off. 8 | Off. 9 | Off. 10 | Edit | Delete |
|-----------|---------------|------------|-----------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|------|--------|
| 1         | cvbn321       | 06/10/2009 | 1         | 70        | SX0    |        |        |        |        |        |        |        |        |         |      |        |
| 1         | 159753        | 06/03/2009 | 1         | 530       | FA2    | BR1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc001        | 06/02/2009 | 1         | 71        | BA1    | BA4    | A1T    | AC1    | BA2    | AC2    | WP0    |        |        |         |      |        |
| 1         | 111231233     | 06/02/2009 | 1         | 580       | BU1    | AL1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc002        | 06/01/2009 | 1         | 71        | AC1    | BA1    | AC2    | AS2    | WP0    |        |        |        |        |         |      |        |

**Edit Incident** will allow the user to modify or add any incident information such as offenses, sanctions, incident date, victim count, confiscated firearms or non-weapons, or time of incident. The user may add up to ten offenses per incident by clicking the **Add More Offenses** button, and a new drop-down window will appear so the user may choose the offense.

Logged in as: Joyce Martin

**Edit Incident**

Please review and make changes if any to the incident. Click the "Add/Select Student" button to view a list of students linked to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Offense Code 1:

---


Firearm Weapon Count:  Non Firearm Weapon Count:  Victim Count:

When did the incident take place:

Was the incident reported to Law Enforcement:

The user may also view any student(s) attached to a specific incident. If an incident is edited, the student linked to that incident may have to be modified. The **Edit Image** or the **Delete** button allows the user to view the incident linked to the student.

[411 - CROSSROADS ALTERNATIVE/BRISTOL CITY](#)  
 Current School Year: 2009



  
 Logged in as: Joyce Martin

**Edit/Add Student Linked to Incident**

Inc. Code: **1234456** Inc. Division: **411 - CROSSROADS ALTERNATIVE/BRISTOL CITY** School: **411 - CROSSROADS ALTERNATIVE/BRISTOL CITY - 2612**

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

**Total Students found in the Incident = 1**

| Student Id        | Enrolled School  | Edit  | Delete  |
|-------------------|------------------|---|---|
| 454545454 - SO SO | 70 - NANDUA HIGH |  |  |





Upon completion of data modifications, the user should save the changes. A **Confirm** Message appears, stating that the changes have been made. To add a student-offender, the user must click **Add Student to Incident**.







Logged in as: **Joyce Martin**


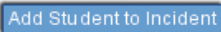
**Edit/Add Student Linked to Incident**

Inc. Code: **inc001**    Inc. Division: **001 - ACCOMACK CO PBLC SCHS**    School: **71 - BADGER VOC. ED. CTR. - SOUTH - 1776**

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

**Total Students found in the Incident = 3**

| Student Id             | Enrolled School         | Edit  | Delete  |
|------------------------|-------------------------|---|---|
| 8688775544 - lee , Lee | 70 - NANDUA HIGH        |  |  |
| 2344556789             | 580 - CHINCOTEAGUE HIGH |  |  |
| bgt55555               | 540 - ARCADIA HIGH      |  |  |

The **Select/Add Student** screen appears and allows the user to select the enrolled school and search for a particular student within the existing student database. If the student is not in the database, he/she cannot be added at this link. The user must go to the **Search/Edit/Delete/Incident** link to add a student to the student database before adding it to the incident.

Logged in as: **Joyce Martin**

**Select/Add Student**

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

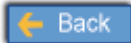
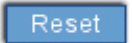

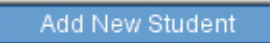
Inc. Code: **4610000066**    Inc. Division: **020 - CHARLOTTE CO PBLC SCHS**    School: **210 - CENTRAL MIDDLE**

**Student Type:**    Student:     Non Student:     Unknown:

Enrolled Division: **020 - CHARLOTTE CO PBLC SCHS**

Enrolled School:

Student Id:     Last Name:

The **Search** button allows the user to see all the students that have incidents at a selected enrolled school. To add one of these students to the **specific incident** that has been chosen, the user clicks **Select**, and the student's data will appear

Logged in as: **Joyce Martin**

**Select/Add Student**

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: **inc001**    Inc. Division: **001 - ACCOMACK CO PBLC SCHS**    School: **71 - BADGER VOC. ED. CTR. - SOUTH - 1776**

---

**Student Type:**    Student:     Non Student:     Unknown:

Enrolled Division: **001 - ACCOMACK CO**

Enrolled School: **580 - CHINCOTEAGUE HIGH** ▼

Student Id:     Last Name:

**Total Records found = 3**

| Student Id          | Date of Birth | Gender | Race            | Select                                |
|---------------------|---------------|--------|-----------------|---------------------------------------|
| 2344556789          | 03/03/1992    | M      | 0 - UNSPECIFIED | <input type="button" value="Select"/> |
| asdfghjkl - jo , jo | 02/02/1995    | F      | 0 - UNSPECIFIED | <input type="button" value="Select"/> |
| 77778888 - ki , ki  | 01/02/1994    | M      | 2 - ASIAN       | <input type="button" value="Select"/> |

The **Add Offense** screen appears for the selected student. The user may then add the offense codes, final sanction, days, alternative placement, permanent expulsion, and LEP Student Flag. Upon completion of the changes, the user should click **Next**.

**Add Offense**

Inc. Code: **111111**    Inc. Division: **106 - COLONIAL HEIGHTS CITY PBLC SCHS**    School: **20 - COLONIAL HEIGHTS MIDDLE - 473**

Student: **111111**    Enrolled School: **20**

---

**Please select the offenses for the student involved in the incident.**

Primary Offense:  ▼

Final Sanction Code:  ▼

Days Suspended/Expelled:

Disability Code:  ▼

Grade:  ▼

Hispanic:    Yes:     No:

Race (check all that apply):

- American Indian or Alaska Native
- Asian
- Black, not of Hispanic Origin
- White, not of Hispanic Origin
- Native Hawaiian or Pacific Islander

Alternative Placement:    Yes:     No:

Permanent Expulsion:    Yes:     No:

Lep Student Flag:    Yes:     No:

The Screen will return to **Edit/Add Student Linked to Incident** with an additional student added to that particular incident. If at any time the user desires to delete a student from an incident, the user may use the **Delete** button attached to the student; however, this does not delete the student from the database.

Logged in as: Joyce Martin

**Edit/Add Student Linked to Incident**

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 3

| Student Id | Enrolled School      | Edit | Delete |
|------------|----------------------|------|--------|
| ABC1233    | 210 - CENTRAL MIDDLE |      |        |
| DEF123     | 210 - CENTRAL MIDDLE |      |        |
| ABC444     | 210 - CENTRAL MIDDLE |      |        |

[Back](#) [Add Student to Incident](#)

## 6. Procedure for Adding a Student

Add a student to the database by using the **Add Incident** link or **Search/Edit/Delete Incident** link. Complete the following steps to add a student:

- Click **Add Incident** link.
- Fill in all the boxes pertaining to the new incident.
- Click **Add New Student**

Logged in as: Joyce Martin

**Select/Add Student**

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: 66666666 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Student Type: Student  Non Student:  Unknown:

Enrolled Division: 020 - CHARLOTTE CO PBLC SCHS

Enrolled School:

Student Id:  Last Name:

[Back](#) [Reset](#) [Search](#) [Add New Student](#)

- Fill in the student information boxes.
- Click **Add Offense Info**.

Logged in as: Joyce Martin

| Student Information                                 |  |  |
|---|--|--|
| Inc. Code: <b>HR003</b>                             | Inc. Division: <b>070 - PATRICK CO PBLC SCHS</b> | School: <b>350 - HARDIN REYNOLDS ELEM. - 893</b> |
| Enrolled School: <b>350 - HARDIN REYNOLDS ELEM.</b> |  |  |

**Please enter the student details. Click on "Add Offense Info" button to add offenses to the student offender.**

Enrolled School: **0350 - HARDIN REYNOLDS ELEM.**

Student Id:  Gender:

Last Name:  First Name:

Middle Name:  Date Of Birth:

- Select the offenses for the student indicated in the incident.
- Click **Next** when complete.

| Add Offense              |   |   |
|--------------------------|---|---|
| Inc. Code: <b>111111</b> | Inc. Division: <b>106 - COLONIAL HEIGHTS CITY PBLC SCHS</b> | School: <b>20 - COLONIAL HEIGHTS MIDDLE - 473</b> |
| Student: <b>111111</b>   | Enrolled School: <b>20</b>                                  |   |

**Please select the offenses for the student involved in the incident.**

Primary Offense:

Final Sanction Code:

Days Suspended/Expelled:

Disability Code:

Grade:

Hispanic: Yes:  No:

Race (check all that apply):

- American Indian or Alaska Native
- Asian
- Black, not of Hispanic Origin
- White, not of Hispanic Origin
- Native Hawaiian or Pacific Islander

Alternative Placement: Yes:  No:

Permanent Expulsion: Yes:  No:

Lep Student Flag: Yes:  No:

## 7. Procedure for Adding a Non-Student or an Unknown Student

To add a non-student or unknown student to the database, do the following:

- To search for an existing incident, click the **Search** button, then select the correct incident, or click **Add Incident** and add the incident.
- When searching for an incident, click **Edit Image**, and the selected incident will appear.
- Click the **Select Student** button and all students associated with that incident will appear.
- Click the **Add Student to Incident** button and the **Select/Add Student** screen will appear.
- Select the **Non-Student** or **Unknown** radial button.
- Click the **Add New Student** button, and the incident will be linked to the non-student or the unknown student.

Logged in as: Joyce Martin

### Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

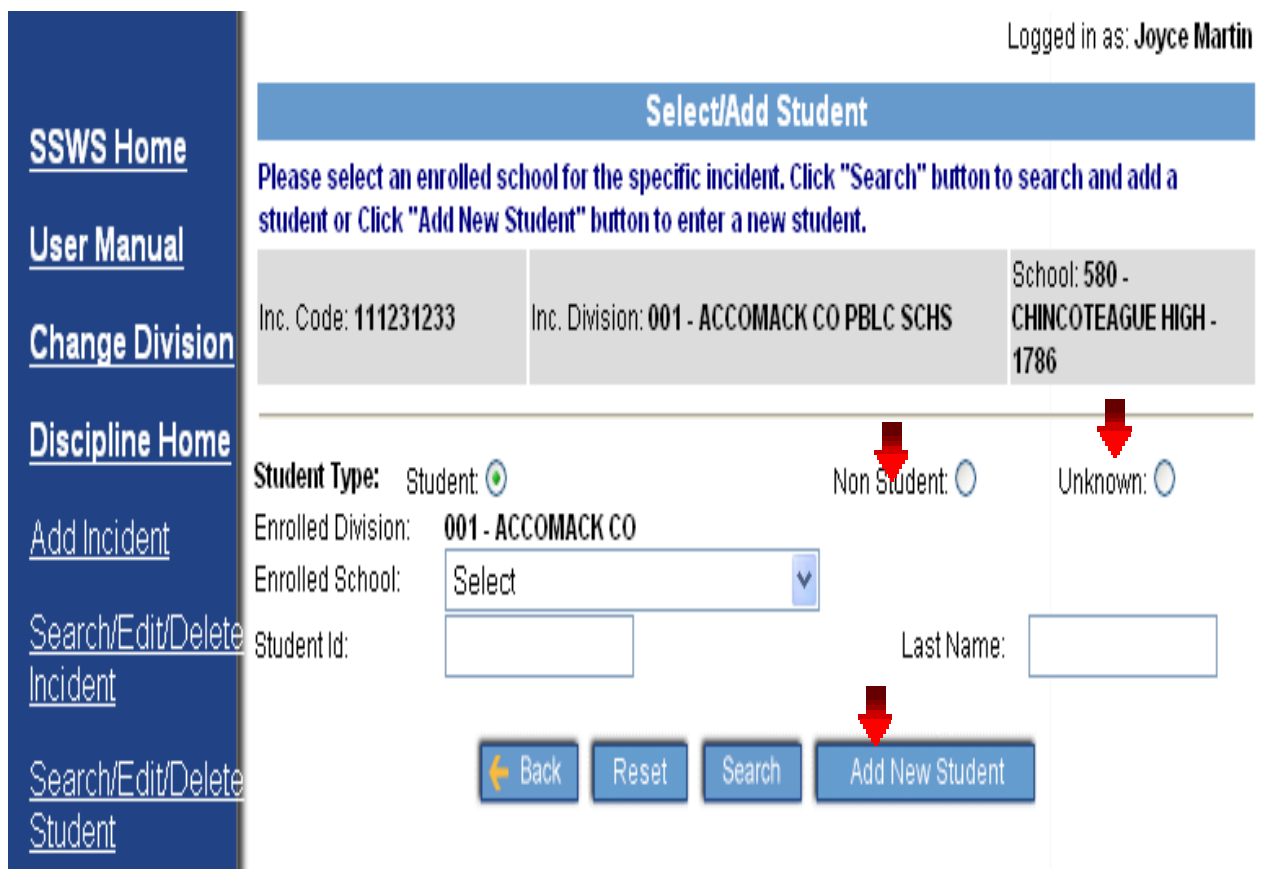
|                      |  |  |
|----------------------|--|--|
| Inc. Code: 111231233 | Inc. Division: 001 - ACCOMACK CO PBLC SCHS | School: 580 - CHINCOTEAGUE HIGH - 1786 |
|----------------------|--|--|

**Student Type:** Student:  Non Student:  Unknown:

Enrolled Division: 001 - ACCOMACK CO

Enrolled School:

Student Id:  Last Name:



The user will have to fill in the number of non-students per offense. Click the **Number of Non-Students per offense** box and type a number opposite the correct offense.

Logged in as: **Joyce Martin**

**Add Offense**

|                                |   |   |
|--------------------------------|---|---|
| Inc. Code:<br><b>111231233</b> | Inc. Division: <b>001 - ACCOMACK CO PBLC<br/>SCHS</b> | School: <b>580 - CHINCOTEAGUE HIGH -<br/>1786</b> |
|--------------------------------|---|---|

Student: **Non Student**

---

**Please select the offenses for the student involved in the incident.**

Number of Non Students (per offense)

Primary Offense:

Offense Code 2:

## 8. Procedure for Using the Search/Edit/Delete Student Link

The **Search/Edit/Delete Student** link allows the user to view student information that may already exist in the student database. Enter the enrolled school before clicking **Search**.

Logged in as: **Joyce Martin**

**Search/Edit/Delete Student**

**Please enter the Search Criteria.**

**Please select an enrolled school to search for a specific student.**

Enrolled Division: **001 - ACCOMACK CO**

Enrolled School:

Student Id:

Student Last Name:  Student First Name:

The search criteria will bring up the students that have been entered in the student database. Click the **Edit Image** to modify the student data.

**Search/Edit/Delete Student**

**Please enter the Search Criteria.**

Please select an enrolled school to search for a specific student.


Enrolled Division: **021 - CHESTERFIELD CO**

Enrolled School:  ▼

Student Id:

Student Last Name:  Student First Name:

**Total Records found = 1**

| Student Id                 | Enrolled School           | Date of Birth | Gender | Edit  |
|----------------------------|---------------------------|---------------|--------|---|
| 111111 - Testing , Testing | 0010 - LLOYD C. BIRD HIGH | 01/01/2000    | M      |  |

The

screen that appears will contain the student's profile information. Data may be edited on this screen. When edits are complete, click **Save** or, if you wish, **Delete** the student from the database. However, if the student is linked to an incident, he/she cannot be deleted until all the incidents linked to the student are deleted. In order to delete the incident linked to the student, go to the **Search/Edit/Delete Incident** link.

**Student Information**

Inc. Code: **test** Inc. Division: **021 - CHESTERFIELD CO PBLC SCHS** School: **280 - MONACAN HIGH - 1555**

Enrolled School: **80 - CHINCOTEAGUE ELEM.**

Please enter the student details. Click on "Add Offense Info" button to add offenses to the student offender.

Enrolled School: **0080 - CHINCOTEAGUE ELEM.**

Student Id:  Gender:  ▼

Last Name:  First Name:

Middle Name:  Date Of Birth: (MM/DD/YYYY)

After saving any new edits, you will receive a confirmation message about the student information.

020 - CHARLOTTE CO PBLC SCHS



**Current School Year: 2009**

Logged in as: **Joyce Martin**

Student Information

The Student Info has been saved Successfully

Back

9.

## Procedure for Entering an Incident from another Division or School

- The enrolled school or enrolled division records the incident data unless the incident happened at a regional center/program. The regional center/program enters the incident under their SSWS logon.
- Click **Add Incident** link.
- Type the incident code and date.
- Open the drop menu for the **Incident Division** and highlight the division name.
- Open the drop menu for the corresponding **Incident School**.
- Select the appropriate offense codes.
- If the offense codes require a victim count, non-firearm confiscated or firearm confiscated, fill in the appropriate boxes.
- Select what time the incident took place.
- Click **Add/Select Student**.
- Either add a new student or search for a student.

## 10. Procedure for Searching for an Incident

- Click the **Search/Edit/Delete Incident** link.
- Click the **Search** button (All incidents will appear or if no information is present, the screen will state “No Data Available.”)
- If data are available, click **Edit Image**. (Data associated with the incident will appear except for the student information.)
- Click **Add/Select Student** to find all students linked to that specific incident. (Note: It is possible to have an incident with no students linked to it.)
- Click **Edit Image** to view the student information within the incident, if desired.
- To edit the student information, click the **Search/Edit/Delete Student** link.

## 11. Procedure for Editing or Searching for a Specific Student

- Click the **Search/Edit/Delete Student** link
- Select the enrolled school.
- Click **Search**. (All students within the database will come up.)
- Click **Edit Image** of the specific student to be edited.
- Make all edits desired and click **Save**.
- To delete the student from the database, first delete the student linked to the incident. Second, delete the incidents linked to that specific student before deleting the student.

## 12. Procedure for Deleting a Student Linked to an Incident

**NOTE: Before you delete an incident, the student linked to that incident must be deleted.**

Click **Search/Edit/Delete Incident**

Type in the incident number or click **Search**.

- Click **Search/Edit/Delete Incident**
- Type in the incident number or click **Search**
- Click the **Edit Image** of the specific incident.
- If a student is linked to that incident, go to the **Search/Edit/Delete Student** link to delete the student.
- Click **Add or Search Student**.
- Click **Delete Image** that appears with the student ID. This will delete the student from the incident but not from the student database.
- Click the **Search/Edit/Delete Incident** link.
- Search for the incident or type in the incident number.
- . Click **Delete Image**

### 13. Procedure for Deleting a Student from an Incident with Multiple Student Offenders

**(NOTE: All screen shots displayed include false data)**

**Step 13.1:** Go to the **Search/Edit/Delete/Incident Link** and click **Search**.

**Step 13.2:** Click **Edit Image** opposite the incident code desired.

Total Number of Incidents matching the search criteria: 8

| Rep. Div. | Incident Code | Inc. Date  | Inc. Div. | Inc. Sch. | Off. 1 | Off. 2 | Off. 3 | Off. 4 | Off. 5 | Off. 6 | Off. 7 | Off. 8 | Off. 9 | Off. 10 | Edit | Delete |
|-----------|---------------|------------|-----------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|------|--------|
| 1         | cvbn321       | 06/10/2009 | 1         | 70        | SX0    |        |        |        |        |        |        |        |        |         |      |        |
| 1         | 159753        | 06/03/2009 | 1         | 530       | FA2    | BR1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc001        | 06/02/2009 | 1         | 71        | BA1    | BA4    | A1T    | AC1    | BA2    | AC2    | WP0    |        |        |         |      |        |
| 1         | 111231233     | 06/02/2009 | 1         | 580       | BU1    | AL1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc002        | 06/01/2009 | 1         | 71        | AC1    | BA1    | AC2    | AS2    | WP0    |        |        |        |        |         |      |        |

**Step 13.3:** Click **Add/Select Student**.

[SSWS Home](#)  
[User Manual](#)  
[Change Division](#)  
[Discipline Home](#)  
[Add Incident](#)  
[Search/Edit/Delete Incident](#)  
[Search/Edit/Delete Student](#)  
[Completed Data Entry](#)  
[Verification Report](#)  
[Submit Data](#)

**Edit Incident**

Please review and make changes if any to the incident. Click the "Add/Select Student" button to view a list of students linked to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Offense Code 1:

---

Firearm Weapon Count:  Non Firearm Weapon Count:  Victim Count:

When did the incident take place:

Was the incident reported to Law Enforcement:

**Step 13.4:** Click **Edit Image** opposite the student to be deleted from the incident.

[SSWS Home](#)  
[User Manual](#)  
[Change Division](#)  
[Discipline Home](#)  
[Add Incident](#)  
[Search/Edit/Delete Incident](#)  
[Search/Edit/Delete Student](#)  
[Completed Data](#)

**Edit/Add Student Linked to Incident**

Logged in as: Joyce Martin

|                          |   |   |
|--------------------------|---|---|
| Inc. Code: <b>inc001</b> | Inc. Division: <b>001 - ACCOMACK CO PBLC SCHS</b> | School: <b>71 - BADGER VOC. ED. CTR. - SOUTH - 1776</b> |
|--------------------------|---|---|

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 3

| Student Id             | Enrolled School         | Edit | Delete |
|------------------------|-------------------------|------|--------|
| 6688775544 - lee , Lee | 70 - NANDUA HIGH        |      | X      |
| 2344556789             | 580 - CHINCOTEAGUE HIGH |      | X      |
| bgt55555               | 540 - ARCADIA HIGH      |      | X      |

**Step 13.5:** Click **Delete Image** opposite the highlighted student that gives you a message regarding the student.

**Edit/Add Student Linked to Incident**

Inc. Code: 987654    Inc. Division: 001 - ACCOMACK CO PBLC SCHS    School: 70 - NANDUA HIGH - 1775

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. This screen will only allow you to modify offenses that you have pre-selected. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 2

| Student Id       | Enrolled School  | Edit | Delete |
|------------------|------------------|------|--------|
| abcdef           | 70 - NANDUA HIGH |      |        |
| 1111 - Doe, Jane | 70 - NANDUA HIGH |      |        |

Student: **1111 - Doe, Jane**    Division: 1; School: 70 - NANDUA HIGH

DOB: 01/01/1990    Race (check all that apply):

Gender: F     American Indian or Alaska Native

Hispanic:    Yes:  No:      Asian     White, not of Hispanic Origin

Black, not of Hispanic Origin     Native Hawaiian or Pacific Islander

Grade:

Disability Code:

Primary Offense:     Offense 2:

Final Sanction Code:     Days Suspended/Expelled:

Alternate Placement: Yes:  No:     Permanent Expulsion: Yes:  No:     LEP Student Flag: Yes:  No:

**Step 13.6:** The student will be deleted from the incident with a **successful message**.

Logged in as: **Joyce Martin**

**Edit/Add Student Linked to Incident**

Inc. Code: pjppjppj    Inc. Division: 070 - PATRICK CO PBLC SCHS    School: 80 - WOOLWINE ELEM.

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

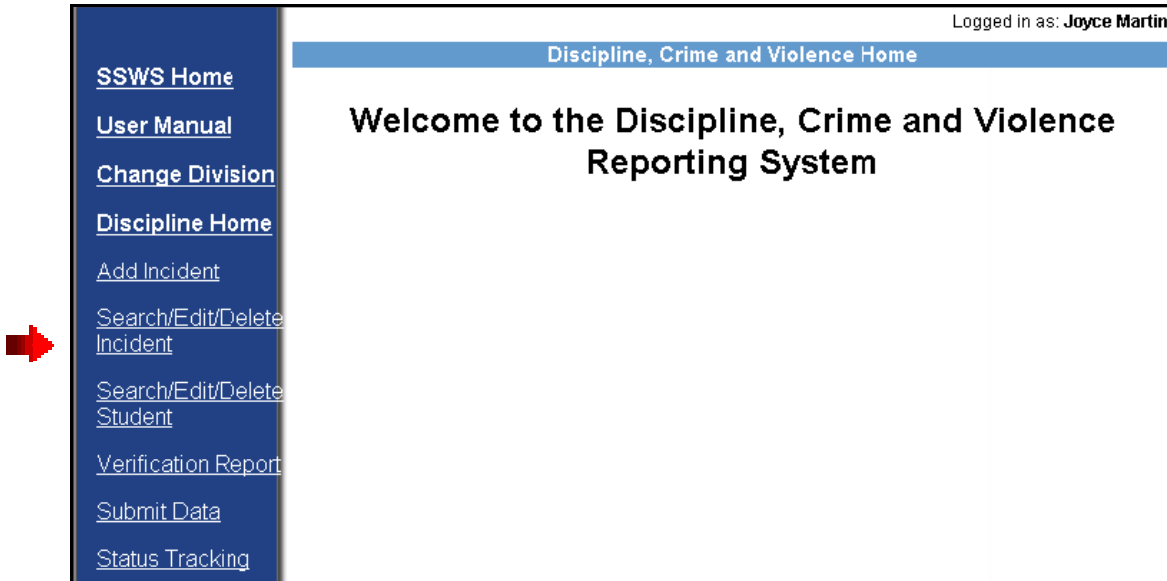
**Student "44465464" has been successfully deleted from the incident.**

Total Students found in the Incident = 1

| Student Id | Enrolled School     | Edit | Delete |
|------------|---------------------|------|--------|
| hkhkj4646  | 80 - WOOLWINE ELEM. |      |        |

## 14. Procedure for Linking the Student Data to the Incident Data

**Step 14.1:** After opening the welcome page, click the **Search/Edit/Delete Incident**.



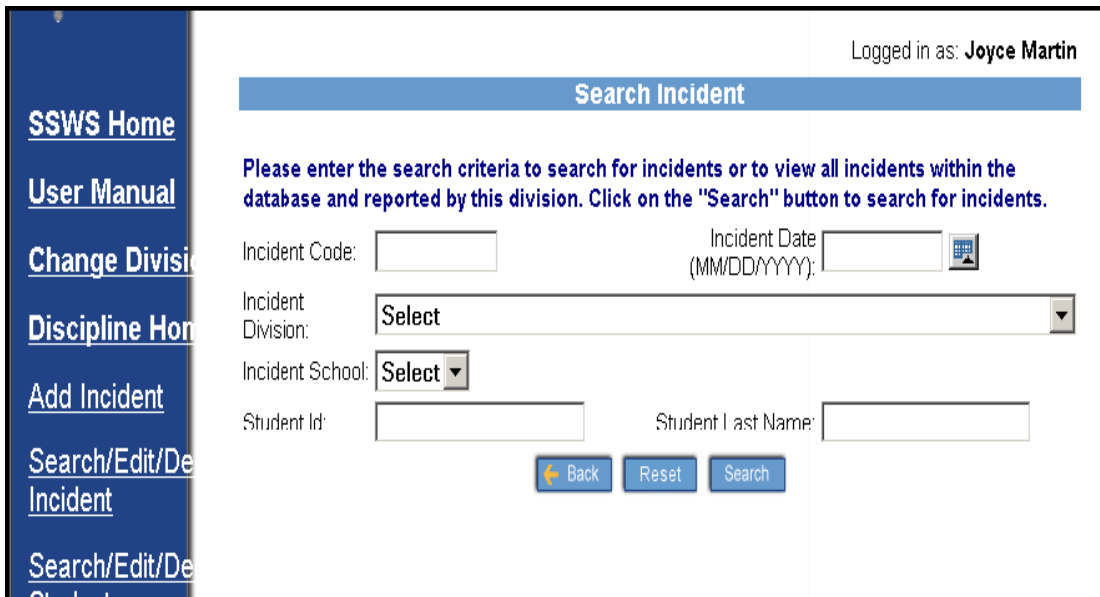
SSWS Home  
User Manual  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student  
Verification Report  
Submit Data  
Status Tracking

Discipline, Crime and Violence Home

Logged in as: **Joyce Martin**

### Welcome to the Discipline, Crime and Violence Reporting System

**Step 14.2:** At this screen the user may search for an incident in two ways: (A) by a specific incident if the incident number is known, or (B) by searching all possible incidents.




SSWS Home  
User Manual  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student

Search Incident

Logged in as: **Joyce Martin**

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):  

Incident Division:

Incident School:

Student Id:  Student Last Name:

**Step 14.2 A:** After entering a specific Incident Code in the blank Incident Code box, and clicking on the Search button, the following screen will appear. The user will click on the Edit Image opposite the incident. The Edit Incident screen (see step 14.3) will appear with the completed incident data filled in.

Logged in as: Joyce Martin

Search Incident

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Student Id:  Student Last Name:

Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.

Total Number of Incidents matching the search criteria: 8

| Rep. Div. | Incident Code | Inc. Date  | Inc. Div. | Inc. Sch. | Off. 1 | Off. 2 | Off. 3 | Off. 4 | Off. 5 | Off. 6 | Off. 7 | Off. 8 | Off. 9 | Off. 10 | Edit | Delete |
|-----------|---------------|------------|-----------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|------|--------|
| 1         | cvbn321       | 06/10/2009 | 1         | 70        | SX0    |        |        |        |        |        |        |        |        |         |      |        |
| 1         | 159753        | 06/03/2009 | 1         | 530       | FA2    | BR1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc001        | 06/02/2009 | 1         | 71        | BA1    | BA4    | A1T    | AC1    | BA2    | AC2    | WP0    |        |        |         |      |        |
| 1         | 111231233     | 06/02/2009 | 1         | 580       | BU1    | AL1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc002        | 06/01/2009 | 1         | 71        | AC1    | BA1    | AC2    | AS2    | WP0    |        |        |        |        |         |      |        |

**Step 14.2 B** –To Search for all existing incidents, click on the search button and the following screen will appear. The user will click on the Edit Image opposite the incident. The Edit Incident screen (see step 14.3) will appear with the completed incident data filled in.

Logged in as: Joyce Martin

Search Incident

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Student Id:  Student Last Name:

Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.

Total Number of Incidents matching the search criteria: 8

| Rep. Div. | Incident Code | Inc. Date  | Inc. Div. | Inc. Sch. | Off. 1 | Off. 2 | Off. 3 | Off. 4 | Off. 5 | Off. 6 | Off. 7 | Off. 8 | Off. 9 | Off. 10 | Edit | Delete |
|-----------|---------------|------------|-----------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|------|--------|
| 1         | cvbn321       | 06/10/2009 | 1         | 70        | SX0    |        |        |        |        |        |        |        |        |         |      |        |
| 1         | 159753        | 06/03/2009 | 1         | 530       | FA2    | BR1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc001        | 06/02/2009 | 1         | 71        | BA1    | BA4    | A1T    | AC1    | BA2    | AC2    | WP0    |        |        |         |      |        |
| 1         | 111231233     | 06/02/2009 | 1         | 580       | BU1    | AL1    |        |        |        |        |        |        |        |         |      |        |
| 1         | inc002        | 06/01/2009 | 1         | 71        | AC1    | BA1    | AC2    | AS2    | WP0    |        |        |        |        |         |      |        |

**Step 14.3:** The **Edit Incident** screen will appear with the completed incident data filled in. The user needs to select the **Add/Select Student** button.

Logged in as: **Joyce Martin**

### Edit Incident

Please review and make changes if any to the Incident. Click the "Add/Select Student" button to view a list of students linked to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Offense Code 1:  Offense Code 2:  Offense Code 3:

Offense Code 4:  Offense Code 5:

---

Firearm Weapon Count:  Non Firearm Weapon Count:  Victim Count:

When did the incident take place:

Was the incident reported to Law Enforcement:

**Step 14.4A:** If no student data is found when the user selected the **Add Student Incident** button in Step 3, the following **Edit/Add Student Linked to Incident** screen will appear. To continue, click the **Add Student Incident** button

Logged in as: **Joyce Martin**

### Edit/Add Student Linked to Incident

|                        |   |   |
|------------------------|---|---|
| Inc. Code: <b>test</b> | Inc. Division: <b>001 - ACCOMACK CO PBLC SCHS</b> | School: <b>71 - BADGER VOC. ED. CTR. - SOUTH - 1776</b> |
|------------------------|---|---|

**NO DATA FOUND**

**Step 14.4 B:** If student data is found when the user selected the **Add Student Incident** button in Step 3, the following **Edit/Add Student Linked to Incident** screen will appear. To continue click on the **Edit Image** opposite the student desired.

**Step 14.5 A:** To add a student to the **Edit/Add Student Linked to Incident** screen, click on the **Add Student to Incident** button.

**Step 14.5 B:** Select the Enrolled school on the **Select/Add Student** screen, and click the **Add New Student** Button.

Logged in as: **Joyce Martin**

### Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: **inc001** Inc. Division: **001 - ACCOMACK CO PBLC SCHS** School: **71 - BADGER VOC. ED. CTR. - SOUTH - 1776**

Student Type: Student:  Non Student:  Unknown:

Enrolled Division: **001 - ACCOMACK CO**

Enrolled School:

Student Id:  Last Name:

**Step 14.6 A:** If the user is entering a student that cannot be found in the existing database the user must enter the student information data for the specific student being added to the Incident. Click the **Add Offense Info** button.

### Student Information

Inc. Code: **test** Inc. Division: **021 - CHESTERFIELD CO PBLC SCHS** School: **280 - MONACAN HIGH - 1555**

Enrolled School: **80 - CHINCOTEAGUE ELEM.**

Please enter the student details. Click on "Add Offense Info" button to add offenses to the student offender.

Enrolled School: **0080 - CHINCOTEAGUE ELEM.**

Student Id:  Gender:

Last Name:  First Name:

Middle Name:  Date Of Birth: (MM/DD/YYYY)

**Step 14.6 B:** If the user is searching for an existing student, the student data is displayed on the **Select/Add Student** screen. The user will click on the **Select** button opposite the student data.

**Select/Add Student**

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: **inc001**    Inc. Division: **001 - ACCOMACK CO PBLC SCHS**    School: **71 - BADGER VOC. ED. CTR. - SOUTH - 1776**

Student Type: Student:     Non Student:     Unknown:

Enrolled Division: **001 - ACCOMACK CO**

Enrolled School: **580 - CHINCOTEAGUE HIGH**

Student Id:     Last Name:

**Total Records found = 3**

| Student Id          | Date of Birth | Gender | Race            | Select                                |
|---------------------|---------------|--------|-----------------|---------------------------------------|
| 2344556789          | 03/03/1992    | M      | 0 - UNSPECIFIED | <input type="button" value="Select"/> |
| asdfghjkl - jo , jo | 02/02/1995    | F      | 0 - UNSPECIFIED | <input type="button" value="Select"/> |
| 77778888 - ki , ki  | 01/02/1994    | M      | 2 - ASIAN       | <input type="button" value="Select"/> |

**Step 14.7:** The final link is to add the offense data on the **Add Offense** screen to the student and incident. The user must fill in the offense data and click the **Next** button.

**Add Offense**

Inc. Code: **111111**    Inc. Division: **106 - COLONIAL HEIGHTS CITY PBLC SCHS**    School: **20 - COLONIAL HEIGHTS MIDDLE - 473**  
 Student: **111111**    Enrolled School: **20**

Please select the offenses for the student involved in the incident.

Primary Offense:

Final Sanction Code:

Days Suspended/Expelled:

Disability Code:

Grade:

Hispanic: Yes:  No:

Race (check all that apply):

- American Indian or Alaska Native
- Asian
- Black, not of Hispanic Origin
- White, not of Hispanic Origin
- Native Hawaiian or Pacific Islander

Alternative Placement: Yes:  No:

Permanent Expulsion: Yes:  No:

Lep Student Flag: Yes:  No:

**Step 14.8:** In order to complete the incident record, the user MUST click the **Finish** button on the **Complete Add Incident** screen so that the three units (incident, student, offense) will be saved as one record.

Logged in as: **Joyce Martin**

Edit/Add Student Linked to Incident

|                          |   |   |
|--------------------------|---|---|
| Inc. Code: <b>inc001</b> | Inc. Division: <b>001 - ACCOMACK CO PBLC SCHS</b> | School: <b>71 - BADGER VOC. ED. CTR. - SOUTH - 1776</b> |
|--------------------------|---|---|

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Student "bgt55555" has been saved successfully.

**Total Students found in the Incident = 3**

| Student Id            | Enrolled School         | Edit | Delete |
|-----------------------|-------------------------|------|--------|
| 6688775544 - lee, Lee | 70 - NANDUA HIGH        |      |        |
| 2344556789            | 580 - CHINCOTEAGUE HIGH |      |        |
| bgt55555              | 540 - ARCADIA HIGH      |      |        |

← Back
Add Student to Incident

[SSWS Home](#)  
[User Manual](#)  
[Change Division](#)  
[Discipline Home](#)  
[Add Incident](#)  
[Search/Edit/Delete Incident](#)  
[Search/Edit/Delete Student](#)  
[Completed Data Entry](#)

## D. School Reporting Link

The school reporting link in the Web submission method will allow each school within a division to see its data in a spreadsheet layout. This can be a helpful tool to evaluate the “correctness” of the data.

| 14-OCT-04 11:38 AM                               | Virginia Department of Education<br>Office of Educational Information Management<br>2004 - 2005 School Level Discipline / Crime and Violence Data | Page 1 of 1 |     |      |            |           |           |     |    |        |      |      |      |       |      |                   |                 |
|--|---|-------------|-----|------|------------|-----------|-----------|-----|----|--------|------|------|------|-------|------|-------------------|-----------------|
| 023-CRAIG CO PBLC SCHS<br>0011-CRAIG COUNTY HIGH | FC-Firearms confiscated    NFC-Non firearms confiscated    G-Gender<br>Gr-Grade    Sanc-Sanction    Days-Number of days suspended                 |             |     |      |            |           |           |     |    |        |      |      |      |       |      |                   |                 |
| Student  | G.  | Gr.         | DOB | Race | Disability | Inc. Code | Inc. Date | NFC | FC | Victim | Off1 | Off2 | Off3 | Sanc. | Days | Incident Division | Incident School |
|  |   |             |     |      |            |           |           |     |    |        |      |      |      |       |      |                   |                 |

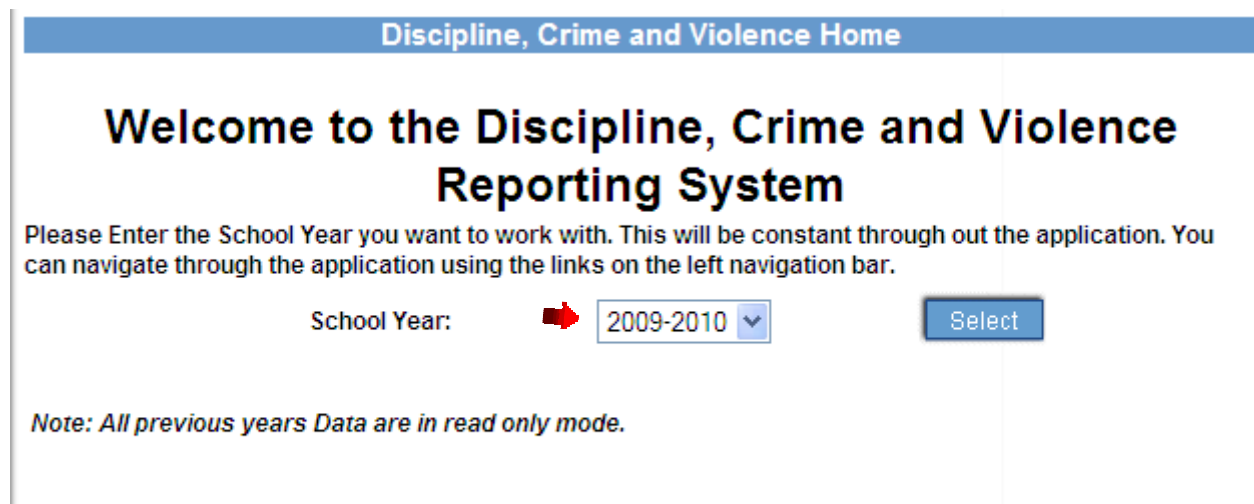
## E. Division File Submission Method

### Basic Process to follow for file Submission Method



This method will only be done at the division level. No school will be submitting a file of data. This method will involve creating a tab-delimited file with a header, Record A, and a record count at the end of the file. This method may be used as an ongoing process of submission up to the final due date. For 2010-11, data, the due date is July 31, 2011 for school divisions and July 15, 2011, for regional centers/programs. A tab-delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All information is entered in the division's data collection system and all information is corrected in the division's data collection system. In order for data to be evaluated for errors, each school may be given a user logon and password by the division account manager for the VDOE SSWS system. After the tab delimited file has been submitted by a designated division person and is successful, the schools may be notified and check their individual school's data for accuracy. If any edits are necessary, they MUST be made in the division's data collection system, NOT VDOE's web application. This process may be done every nine weeks or monthly.

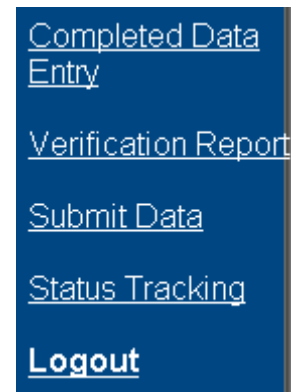
### Procedure for Submitting File

- File must be in tab-delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the correct year.



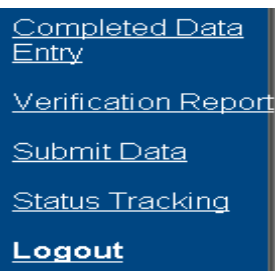
The screenshot shows the home page of the "Discipline, Crime and Violence Reporting System". At the top, there is a blue header bar with the text "Discipline, Crime and Violence Home". Below this, the main heading reads "Welcome to the Discipline, Crime and Violence Reporting System". A message below the heading states: "Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar." There is a form with a label "School Year:" followed by a red arrow icon pointing to a dropdown menu currently showing "2009-2010". To the right of the dropdown is a blue "Select" button. At the bottom of the form area, there is a note: "Note: All previous years Data are in read only mode."

- Click the **Submit Data** link.
- Browse for the file and click Submit.
- If the file passes this phase, click the **Status Tracking** link. 
- If there are any edit check errors, they must be corrected. 
- When the file reads “Successful” or “Warnings-Successful,” the individual schools will be able to do (1) generate verification report to check for errors or (2) go to the **Completed Data Entry** link to finalize the report.



| SMF File Type  | Upload Status                         | File Upload Date    |
|--|---------------------------------------|---------------------|
| DISCIPLN  | <a href="#">Warnings - Successful</a> | 03/01/2010 01:23 PM |
| DISCIPLN   | Warnings - Successful                 | 03/01/2010 10:23 AM |
| DISCIPLN   | Failed                                | 03/01/2010 10:21 AM |
| DISCIPLN   | Failed                                | 03/01/2010 10:20 AM |
| DISCIPLN   | Warnings - Successful                 | 02/26/2010 03:59 PM |
| DISCIPLN   | Failed                                | 02/25/2010 10:10 AM |
| DISCIPLN   | Warnings - Successful                 | 11/20/2009 02:03 PM |
| DISCIPLN   | Failed                                | 11/20/2009 12:41 PM |
| DISCIPLN   | Failed                                | 11/16/2009 08:39 AM |

- The user may click on the “Successful,” or “Warnings – Successful” which is a link to access the **Completed Data Entry** form. After the form is completed by answering the questions that appear, click **Save**.
- If a new set of errors is generated upon the completion of the **Completed Data Entry** form, these must be edited before the verification signature page can be generated. After the data has been verified and corrected, the **Completed Data Entry** form must be answered again before the verification report with the signature page can be generated.




### Procedure for Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link **Verification Report**. This report will appear without a signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division’s data collection system. When resubmitting the data, the new file will overwrite the previous file.

October 27 2004 11:28 AM

Virginia Department of Education  
Office of Educational Information Management  
2004 - 2005 Discipline / Crime and Violence Verification

Page 1 of 10

TO: Claudia S. Bates  
20 - CHARLOTTE CO PBLC SCHS  
Phone: (434) 542-5123  
Fax: (434) 542-4936 

FROM: Discipline, Crime and Violence  
Reporting Team  
Phone: (804) 225-2966  
Fax: (804) 371-8978

SUBJECT: Verification Report - Student Discipline 2008-2009

Please review the attached reports for accuracy. This report represent summaries of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st semester, 2nd semester, summer school and centers if applicable.

Thank you.

## Procedure for Final Submission of Data For Divisions

Final submission of data will involve an entire year of data and based on the start date that is given by your division in the Web Educational Registry (ERA) Application. The data includes the entire school year. When all data have been completed, the steward of the data will go to the link **Completed Data Entry** and complete the questions. If all information is complete, and the questions are answered with yes or NA appropriately, click the **Save** button.

As of 2009-2010 school year, the Completed Data Entry form will display only three questions that must be answered with “Yes” or “N/A” to finalize the school division’s data. Also displayed on the form will be the reporting status for the regional centers/programs that serve the school division. The school division will not be able to generate a final verification report until all the data for the regional centers/programs that serve the school division are finalized. Upon completion of this form and clicking on the “Save” button, additional errors may appear that must be corrected.

**Completed Data Entry**

**Please complete the Completed Data Entry form by answering each question with "Yes" or N/A.**

**When the entry form is saved, errors may be generated. If you have errors, continue to clean up the errors. A list of the regional center/programs appears below. This list indicates if the regional center/program has finalized or not.**

**When the entry form is saved and there are no errors and all regional center/programs have finalized, the current collection window will be closed.**

1. Have you entered Data for first semester? Yes  No

2. Have you entered Data for second semester? Yes  No

3. Have you entered Summer School Data? Yes  No  NA

| Regional Centers/Programs                                      | Finalized |
|--|-----------|
| 264 New Horizons Governor's School                             | No        |
| 285 New Horizons Regional Education Center - Special Education | No        |
| 307 New Horizons Career and Technical Center                   | No        |
| 402 Enterprise Academy/Newport News City                       | No        |
| 419 Three Rivers Pilot Project/York Co                         | No        |

Illustrated below is a Completed Data Entry form for the school division. This displays the error message concerning the data from all the regional centers/programs who have not been finalized.

### Example: School Division Completed Data Entry Form with Regional Centers/Programs Data Not Completed

003 - ALLEGHANY CO  
Current School Year: 2009



Logged in as: **Mona Mallory**

**Completed Data Entry**

Please correct the following errors by returning back to the application from the links on your left. After you have finished correcting these errors, you may again try completing your data entry by following the "Completed Data Entry" link on the left menu bar.

**You have the following errors:**

- Division data cannot be finalized until regional center/program data is finalized. See the regional center/program list below for details.

Please complete the Completed Data Entry form by answering each question with "Yes" or N/A.

When the entry form is saved, errors may be generated. If you have errors, continue to clean up the errors. A list of the regional center/programs appears below. This list indicates if the regional center/program has finalized or not.

When the entry form is saved and there are no errors and all regional center/programs have finalized, the current collection window will be closed.

1. Have you entered Data for first semester? Yes  No

2. Have you entered Data for second semester? Yes  No

3. Have you entered Summer School Data? Yes  No  NA

| Regional Centers/Programs           | Finalized |
|-------------------------------------|-----------|
| 274 Jackson River Governor's School | Yes       |
| 302 Jackson River Technical Center  | Yes       |
| 406 Project Return/Fluvanna Co      | No        |

## Procedure for Final Submission of Data for Regional Centers/Programs

### Regional Centers/Programs

The Completed Data Entry form will display three questions that must be answered with “Yes” or “N/A” to finalize the regional centers/programs data. Upon completion of this form, click on the “Save” button, and additional errors may appear that must be corrected.

286 - PIEDMONT REGIONAL ED.

Current School Year: 2009



Logged in as: Joyce Martin

#### Completed Data Entry

Please complete the Completed Data Entry form by answering each question with "Yes" or N/A.

When the entry form is saved, errors may be generated. If you have errors, continue to clean up the errors.

When the entry form is saved and there are no errors and all regional center/programs have finalized, the current collection window will be closed.

- |   |                           |                                     |                          |
|---|---------------------------|-------------------------------------|--------------------------|
| 1. Have you entered Data for first semester?  | Yes <input type="radio"/> | No <input checked="" type="radio"/> |                          |
| 2. Have you entered Data for second semester? | Yes <input type="radio"/> | No <input checked="" type="radio"/> |                          |
| 3. Have you entered Summer School Data?       | Yes <input type="radio"/> | No <input checked="" type="radio"/> | NA <input type="radio"/> |

If there are no additional errors, the data submission window will be locked and the notification report may be generated by the regional centers/programs.

406 - PROJECT RETURN/FLUVANNA CO

Current School Year: 2009



Logged in as: Joyce Martin

#### Completed Data Entry

*You have now completed data entry for Discipline. Your DCV collection window has been locked and you cannot enter more data for this division. However, you may view your data using the menus on your left. Please contact [DOE](#) to unlock the window for your division.*

Please click [here](#) to view the Regional Verification Report.

# **THE REPORTING OF DATA FOR THE REGIONAL CENTERS OR PROGRAMS**

## **VI. INCIDENTS AT REGIONAL CENTERS AND PROGRAMS**

Data for students who are involved in incidents of discipline, crime, and violence that occur in the regional centers /programs are to be reported to the Virginia Department of Education. These centers and programs include the regional Governor's schools, regional special education centers and programs, regional career and technical education centers and regional alternative education centers and programs. (Reference Informational SUPTS. MEMO NO. 245, December 3, 2004)

Prior to the 2006-2007 school year, the school division of the enrolled student had to report the incidents that occurred at the regional center or program.

Beginning with the 2009-2010 reporting year, reporting DCV data to VDOE became the responsibility of the regional centers/programs:

1. Regional centers or programs must enter DCV data directly to VDOE. The divisions cannot enter the data for the regional centers/programs. The regional centers or programs may enter the data into the Single Sign-on for Web Systems (SSWS) Web site that has been specifically designed for the regional centers using two methods:
  - a. Log on to the SSWS Web site and enter each incident record-by- record.
  - b. Create an excel spreadsheet that will be converted to a tab delimited file for submission to SSWS.

### **A. Single Sign-On for Web Systems (SSWS) Submission for the Regional Centers or Programs**


The Single Sign-on for Web Systems (SSWS) is a portal through which school division and regional center or program personnel may access many of the VDOE data collection processes and other applications. There are two levels of access—school level and division level. The levels of access will depend upon the rights allocated to the user by the school divisions or the regional center or program's SSWS account manager. The school division or the regional center or program must designate a staff member to be the SSWS account manager for the division or center. The Account Manager in each division or regional center or program is assigned the duties of maintaining the user accounts and granting access to the VDOE applications.

Personnel of the regional centers or programs who need to establish a SSWS account in order to submit the DCV data should refer to the SSWS User Guide at the web site:

[https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS\\_User\\_Guide.pdf](https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS_User_Guide.pdf)

After logging on to the SSWS Web, the user will come to the SSWS application selection. Click on the *Discipline, Crime, and Violence (DCV)* link.

Commonwealth of Virginia | Governor Skip to Content | Site Index | Contact

 **Virginia Department of EDUCATION**

Enter Keyword

VDOE Home >> SSWS Home

VDOE Home

Superintendent

Board of Education

DOE Offices

Press Room

Data & Reports

Contact Us

Site Index

[Logout](#)

### SSWS Application Selection

**WARNING! Not connected to the production database! Changes may be lost!**

This is a testing system to be used for testing purposes only. Data entered into or updated in this system is not regarded as production data and may be overwritten or deleted at any time. Click [here](#) to go to the production system.

✔ Welcome Joyce Martin.

Please select one of the Applications listed below

**APPLICATIONS**

[Discipline, Crime and Violence \(DCV\)](#) - Data collection and reporting of Student Discipline, Crime and Violence data

[Instructional Personnel \(IPAL\)](#) - As per NCLB reporting requirement, Instructional Personnel System provides paperless process to collect the Oct. 1 snap-shot of teacher/educator information from the school division via the web.

SSWS Instructions

Contact List

Applications Contact Info

Change Password

Change E-mail

Dropbox

---

**User Information**

Joyce Martin

jmartin

Dept. of Education Sta

---

**VDOE SSWS Admin**

After clicking on the DCV link, the user will come to the following screen where the school year must be selected.

**Discipline, Crime and Violence Home**

## Welcome to the Discipline, Crime and Violence Reporting System

Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar.

School Year:

*Note: All previous years Data are in read only mode.*

After the school year has been selected, a data entry screen will open for the user to select various links. Each record may be manually entered or a tab delimited file may be submitted through the *Submit Data* link.

The screenshot shows the 'Discipline, Crime and Violence Home' page. The left sidebar contains a menu with the following items: [SSWS Home](#), [User Manual](#), [Change Division](#), [Discipline Home](#), [Add Incident](#), [Search/Edit/Delete Incident](#), [Search/Edit/Delete Student](#), [Completed Data Entry](#), [Verification Report](#), [Submit Data](#), [Status Tracking](#), and [Incident List](#). The main content area has a blue header 'Discipline, Crime and Violence Home' and a title 'Welcome to the Discipline, Crime and Violence Reporting System'. Below the title are four callout boxes with red arrows pointing to specific links in the sidebar:

- Link that allows user to add an incident (points to [Add Incident](#))
- Link that allows user to search or edit or delete an incident (points to [Search/Edit/Delete Incident](#))
- Link that allows user to search for a student (points to [Search/Edit/Delete Student](#))
- Link that allows each region to see their students that have been entered by them or a division (points to [Incident List](#))

## B. Entering Data into the Web Application

When adding an incident, click on the *Add Incident* link and you will open the following screen:

The screenshot shows the 'Add Incident' form. The left sidebar is the same as in the previous screenshot. The main content area has a blue header 'Add Incident' and a sub-header 'Please enter details for the Incident. Click the "Add/Select Student" button to add students to the incident.' The form contains the following fields and controls:

- Incident Code:
- Incident Date (MM/DD/YYYY):
- Incident Division: 308-PRUDEN CTR FOR INDUS/TECH
- Incident School:
- Offense Code 1:
- 
- Firearm Weapon Count:
- Non Firearm Weapon Count:
- Victim Count:
- When did the incident take place:
- Was the incident reported to Law Enforcement:
-

Please note that when logging on to a specific regional center, the Incident Division will automatically be selected. In order to create a record, the user must complete all the *Add Incident* data (incident school, offense code(s), when the incident took place, law enforcement indicator and firearm weapon, non-firearm weapon and victim count, if applicable). When this information is complete, the user should click on the *Add/Select Student* button to continue.

The *Select/Add Student* screen will open. Continue entering the student data to the record. Upon completion of this screen, the user should click on the *Add New Student* button.

Please note that the *Select/Add Student* screen displays the incident code, the incident school division and the incident school entered in the previous screen (highlighted in gray) for the user.

Student demographic information that is entered in the Student Information screen (see p. 53) in the *Web Application Submission Method* section of the User Guide) will come from the enrolled school division. Student demographic information is the following:

- a. Student Identification Number
- b. Gender
- c. Race
- d. Special Education disability code
- e. Grade
- f. Date of birth
- g. Enrolled school division (the school division where the student’s home school or school of origin is located)
- h. Enrolled school (the home school or school of origin where the attendance of the student is maintained)
- i. Limited English Proficiency (LEP) status
- j. Last Name (optional)
- k. First Name (optional)
- l. Middle Name (optional)

For the regional centers or programs, data that will be entered in the *Add Offense* and the *Complete Add Incident* screens for the DCV web application will follow the same steps as for the school divisions (see pp. 53-54).

### C. Tab-Delimited File Submission

The process to follow for the tab-delimited file submission method may be found on page 28 of the online DCV User Manual at the following URL:

<https://p1pe.doe.virginia.gov/dcv/disciplineUserManual.pdf>

Please note that the header record and the A record in the tab-delimited file should reflect the school division number that is assigned to the regional center or program.

The regional header record 'A' record should be as follows:

SenderId=three digit for the regional division no.

Create Date=same as always

CreateTime=same as always

EMAIL= same as always

~~

DATATYPE=DISCIPLN

~

ADISCIPLN2009XXX (XXX= the three digit for the regional division)

The online DCV User Manual is available to explain procedures that might arise when working with the Web Submission. Some of these areas are:

| <b><u>Procedure</u></b>   | <b><u>Page No.</u></b> |
|---|------------------------|
| Procedure for entering an incident from another division or school    | 16                     |
| Procedure for searching an incident                                   | 17                     |
| Procedure for editing or searching for a specific student             | 17                     |
| Procedure for deleting student linked to incident                     | 17                     |
| Procedure for deleting a student from with multiple student offenders | 18-20                  |
| Procedure for linking the student data to the incident data           | 21-27                  |

### D. Additional Reports and Edit Checks for the two Reporting Strategies

School divisions and the regional centers must contact one another to discuss which reporting strategy will be used for reporting the DCV data for the regional centers or programs. It is recommended that only one reporting option be used for submitting and reporting the regional center or program data to VDOE. VDOE has established reports of incidents that occurred at the regional centers and edit checks for duplicate reporting of incidents at the regional centers in the DCV application.

# Reference Section

## VII. REFERENCE SECTION

### A. Protocols for Submission and Resubmission of DCV Data

These guidelines are designed to provide consistency and accuracy in the submission and resubmission of data for the Discipline, Crime, and Violence Report. They are to be used only by those school divisions who feel that their data has been mistakenly entered, or if a database error has occurred.

*When all the data has been submitted and verified by the division superintendents for all the school divisions and the regional centers and programs, the data for the school year is considered final and the submission process is closed.*

### B. Protocol for Submission

- The Web submission process for the 2010-2011 school year will begin August 1, 2010. The closing date for Web submission will be July 31, 2011, for school divisions, and July 15, 2011, for regional centers/programs.
- Discipline, crime, and violence data should be entered throughout the school year. It is recommended that school divisions submit data on a monthly or quarterly basis. Through this ongoing process, school divisions can edit and review the data for the point of time of the submission. The final verification report will be generated when data for the entire school year has been submitted.
- The division may submit data as many times as necessary, as long as the Web site is still open and the verification report has NOT been signed by the division superintendent.
- The DCV submission window for each school division will lock once a completed data entry form is successfully received by VDOE. This will allow the school division to generate a verification report.
- The “Safety Information Verification for Persistently Dangerous Schools” page may generate an “Notification Alert” indicating that a school will be cautioned. If this “Alert” appears, a second signature will be necessary.
- If an extension is necessary, the division superintendent must contact the Assistant Superintendent of Special Education and Student Services at VDOE before the window of submission closes.
- At the end of the school year when all the data have been finalized, the division must fax the signed verification page(s) to VDOE within five (5) business days after submission.

- Upon receipt of the signed verification report by VDOE, the school division's submitted information is final.

### **C. Protocol for Resubmission after the VDOE submission window has been locked**

- If the Web site is locked *for the school division* and the verification report has been signed and submitted *to VDOE* the following procedure must be followed:
  - The division superintendent must send a signed letter (via mail or fax) to the Superintendent of Public Instruction requesting the resubmission and stating the changes to be made and the reason(s) for the changes.
  - Upon approval from the Superintendent of Public Instruction, the appropriate staff in the school division must:
    - a. *Contact the Data Administration Specialist(s) for the Discipline, Crime, and Violence reporting,*
    - b. *Provide a detailed summary of intended changes and,*
    - c. *Request that the Web site be opened.*
  - Data involved in the resubmission must be transferred by the use of the VDOE Drop Box that is located on the SSWS Web site. The Drop Box provides a “secure File Transfer Protocol” (FTP) system for the transfer of sensitive information.
  - After the resubmission is successful, the school division must regenerate a new verification report, have it signed by the division superintendent, and fax it to VDOE.

### **D. Protocol for Resubmission after the VDOE DCV data has been made available to the public**

- If the Web site has closed for the school year, all the verification reports have been signed and VDOE has made the data available to the public (Safe Schools Information Resource (SSIR), School Report Card, Annual Report for Discipline, Crime and Violence), the following procedure must be followed:
  - The division superintendent must send a signed letter (via mail or fax) to the Superintendent of Public Instruction requesting the resubmission and stating the changes to be made and the reason(s) for the changes.
  - Upon approval from the Superintendent of Public Instruction, the Data Administration Specialist(s) for the Discipline, Crime, and Violence reporting will determine the correct

method for resubmitting the data and will communicate with the appropriate school division staff.

- Data involved in the resubmission must be transferred by the use of the VDOE Drop Box that is located on the SSWS Web site. The Drop Box provides a “secure File Transfer Protocol” (FTP) system for the transfer of sensitive information.
- After the resubmission is successful, VDOE will regenerate a new verification report and fax it to the school division. The division superintendent must sign and fax it back to VDOE.

## E. Protocol for Automatic Caution Offenses

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120

SUPTS. MEMO NO. 51  
September 24, 2004

### ADMINISTRATIVE

TO: Division Superintendents

FROM: Jo Lynne DeMary  
Superintendent of Public Instruction

SUBJECT: Persistently Dangerous Schools: Notification Procedure for Category I  
Incidents

The federal *No Child Left Behind Act of 2001 (NCLB)*, Title IX, Section 9532, requires each state receiving funds under the act to establish and implement a statewide Unsafe School Choice Option Policy. Specifically, the requirement states:

#### SEC. 9532. UNSAFE SCHOOL CHOICE OPTION

*(a) UNSAFE SCHOOL CHOICE POLICY- Each state receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.*

The purpose of this memo is to provide information about a revised reporting process to be followed related to the identification of persistently dangerous schools required by *NCLB*. On April 29, 2003, the State Board of Education approved the *Process and Criteria for Identification of Persistently Dangerous Schools*. This information was provided to school divisions under SUPTS. MEMO NO. 86, May 9, 2003.

The approved plan establishes three categories of offenses and assigns either an absolute threshold or point value to each category. Schools accumulate points when these incidents occur. Each school has a point threshold for Category II and III offenses that when exceeded, places the school in either a “cautioned,” “probationary,” or “persistently dangerous” status. For Category I offenses, no points are assigned. A minimum of one incident in this category per school year, regardless of school size, exceeds the threshold for that year.

Category I incidents include homicide, sexual assault offenses, and the use of a bomb or explosive device. Category II incidents include assault with a firearm or other weapon, malicious wounding without a weapon, actual and attempted robbery, aggravated sexual battery, and kidnapping/abduction. Category III incidents include illegal possession of controlled drugs and substances with intent to sell or distribute and illegal possession of a handgun, rifle/shotgun, projectile weapon, bomb or other firearms.

Discipline, crime, and violence data are reported to the Department of Education at the conclusion of the school year. For example, the 2003-04 school year data are required to be reported no later than September 2004 (Reference SUPTS. MEMO NO. 58, October 24, 2003). Consequently, reporting this information is always a year behind the current school year. Because of this time delay in reporting, there is a new process for school divisions to report any Category I offenses when they occur in order to immediately identify a school when it becomes “cautioned,” “on probation,” or “persistently dangerous” because of the incident.

Category I offenses are to be reported within 10 working days to the Department of Education after occurrence. The reports may be made from the department’s Discipline, Crime, and Violence reporting Web site at

<http://www.doe.virginia.gov/VDOE/Publications/Discipline/datacoll/2008-2009/03coll.html>

This Web page will provide the link to the notification form that will be completed by the school division within 10 days after a Category I offense occurs. A copy of the form is included as Attachment A.

The division superintendent will be notified by the State Superintendent of Public Instruction that an identified school within the division will receive a written notification of its status for a period of one year from the date of the incident. In keeping with the procedures originally outlined in SUPTS. MEMO NO. 86, the school must develop or review its corrective action plan (CAP) to increase safety in the school environment and to reduce the number of incidents. The plan also must include the periodic review of school crime and violence data through the year by school officials. The CAP will be due to the Department of Education within 20 working days from the date of the original incident.

The reporting process will still include the discipline, crime, and violence reports that are sent to the Department of Education. The new procedure does not change the reporting process that takes place at the end of the school year.

Questions regarding the submission of this report may be directed by e-mail to: [discipln@doe.virginia.gov](mailto:discipln@doe.virginia.gov) or to Joyce Martin at 804-225-2966.

JLD/AJC/jjm  
Attachment

**Commonwealth of Virginia  
Department of Education  
P.O Box 2120  
Richmond, VA 23218**

**F. Automatic Caution Notification Form**

Note: This form provides an official notification to the Department of Education that a Category I “Automatic Caution” incident has occurred.

**Division Name** \_\_\_\_\_ **Division No.** \_\_\_\_\_

**Incident School Name** \_\_\_\_\_ **Incident School No.** \_\_\_\_\_

**Date of Incident** \_\_\_\_\_ **Incident No.** \_\_\_\_\_

| <b>Student ID</b> | <b>Offense Code Violated</b> | <b>Sanction</b> | <b>Days</b> |
|-------------------|------------------------------|-----------------|-------------|
| _____             | _____                        | _____           | _____       |
| _____             | _____                        | _____           | _____       |
| _____             | _____                        | _____           | _____       |
| _____             | _____                        | _____           | _____       |

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature of Superintendent**

**Fax to 804-786-9769**  
Within 10 days of a Category I Incident

## G. Glossary of Discipline, Crime, and Violence Data Reporting Terms



**NOTE: The following terms used in DCV data collection and reporting are divided into the categories to which they are related: DCV Reporting, DCV Data Elements, DCV Edit Checks, and DCV General Terms.**

| <b>GLOSSARY</b>  |  |
|--|--|
| <b>DCV Reporting Terms</b>   |  |
| <b>Incident</b>  | An incident is the event itself (such as a fight) that may involve one or more student offenses.   |
| <b>Offense</b>   | The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.   |
| <b>One Incident, One Report</b>                                    | One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the same incident.  |
| <b>One Incident, Several Offenses</b>                              | If more than one offense is part of a single incident, report both the single incident and multiple offenses.  |
| <b>Incident-Based Reporting</b>                                    | All data collected shall reflect <u>incident-based reporting</u> . For example, a fight is a single incident that will involve several students and several offenses. Assign the incident number when the incident occurs, not during the database extraction stage.   |
| <b>Incidents at Off-Campus, School-Sponsored Events</b>            | When a student is involved in an incident occurring off-campus at a school-sponsored event, report that incident. The student may be either a perpetrator or a victim. The student's enrolled school or enrolled division is responsible for reporting the incident using the incident school and incident division number to refer to where the incident occurred. If the incident occurred on non-school property, the enrolled school would become the incident school. |
| <b>Incidents on School Grounds 365 days/24 hours/7 days a week</b> | Report all incidents occurring on school grounds 365 days year/24 hours a day. This includes all public school property serving students in any or all grades, PK-12. Report incidents whether or not the offender is an enrolled student. Any incident occurring after school hours and not at a school-sponsored event will not count against the incident school towards persistently dangerous threshold points.   |
| <b>Incidents in Division or Regional Centers/Programs</b>          | Report all incidents occurring in alternative education settings (whether a school, center, or other), Governor's School, special education or a career/technical school/center. If a regional center has an incident, the "incident division" number would be the regional center number. The "incident school" number would be the school number for the regional center. See Reference Table 8. Regional Centers Codes.   |
| <b>Incidents on School Transportation</b>                          | Report all incidents occurring on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events. (if they involve a required code).   |

## GLOSSARY

|   |   |
|---|---|
| <b>Incidents Resulting in a Sanction “99”</b>         | Report all “99” sanctions if they apply to a required code. (For specific offense codes that apply to sanction 99 see Table 14 pp. 111-114) Report these incidents requiring a required code regardless of sanction. See Reference Table 3.   |
| <b>Incidents Resulting in Suspension or Expulsion</b> | Report all incidents requiring an optional code if the sanction results in a suspension or expulsion. See Reference Table 3.  |
| <b>Time Period</b>                                    | Collect DCV data for a 365-day period beginning with June 20, 2010 and ending June 19, 2011.  |
| <b>Primary Offense</b>                                | The most important offense responsible for the students’ receiving disciplinary sanctions should be listed as Offense Code 1.   |
| <b>Shared Incident Codes</b>                          | Report an incident involving several students from different enrolled schools with one incident code. This code must be shared between schools or even divisions. <b>The enrolled school will be the reporting school.</b> The incident school is where the incident happened.          |
| <b><u>DCV Data Elements</u></b>                       |   |
| <b>Record Type</b>                                    | The record type for all records is “B.”   |
| <b>Student Identifier</b>                             | A unique identifier locally assigned within a school to provide confidential identification of a specific student. Use this student identifier throughout the report even if the student is involved in multiple incidents or transfers from one school to another within the division. |
| <b>Non-Student Identifier – NS</b>                    | If the offender is not enrolled in any Virginia public K-12 schools, report the individual as a non-student.  |
| <b>Unknown Identifier UN</b>                          | If an incident occurs and the offender is not known, indicate an unknown individual.  |
| <b>Enrolled Division Number</b>                       | Report the state-assigned three-digit division number for the school division where the student is officially enrolled.   |
| <b>Enrolled School Number</b>                         | Report the state-assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership Report will not be accepted.                                 |
| <b>Incident Division Number</b>                       | Report the state-assigned three-digit division number for the school division where the incident occurred.  |
| <b>Incident School Number</b>                         | Report the state-assigned four-digit school number for the school where the incident occurred.  |
| <b>Grade</b>  | Report a student’s enrolled grade at the time of the incident according to the codes provided in Reference Table 4: Grade Level Codes.  |
| <b>Disability Code</b>                                | Identify students with disabilities according to the two-digit number listed in Reference Table 5: Disability Codes. 504’s are listed and should be reported but are not included in the IDEA reporting.  |
| <b>Student’s Date of Birth</b>                        | Enter the date of birth (up to age of 22) for all students as mm/dd/yyyy. Leave date of birth blank for non-students and unknown offenders.   |

## GLOSSARY

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| <b>Hispanic Question</b><br><br>                       | Please enter Y=yes or N=no for the ethnic question: “Are you Hispanic?”  |
| <b>Racial/Ethnic Code</b>   | Report the racial/ethnic category from Reference Table 6: Racial/Ethnic Codes describe the group to which a student belongs. Use the category that most closely reflects the individual’s recognition in the community to report students of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders.  |
| <b>Gender</b>   | Use the gender code of <b>F=female</b> and <b>M=male</b> . Leave blank for non-students and unknown offenders.   |
| <b>Incident Date</b>  | Enter the date that the incident occurred as mm/dd/yyyy. The date is required for reporting all incidents.   |
| <b>Incident Code</b>  | This is a unique code of not more than ten characters, locally assigned within a school to identify a special incident. Use one code on the report for all students involved in a particular incident. This is one of the key fields linking incident records to student records. If multiple students were involved in a specific incident, all students would be assigned the same incident code. Fighting incidents always involve two or more students. An offense code for fighting will generate multiple records with the same incident code. However, if the same student has more than one offense on different dates, use a different incident code for each incident. |
| <b>Primary Offense Code-Offense Codes 2 and 3</b>   | Report all required offenses listed in Reference Table 1, for which a student is suspended or expelled under local guidelines. For the majority of students, there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates that this offense perpetrated the sanction. There are spaces for two more offense codes (Offense Code 2 and Offense Code 3), if needed.  |
| <b>Number of Firearms Confiscated</b>   | Report the number of firearms that are confiscated. If a firearm is confiscated but cannot be linked to a specific student, report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when there are multiple students involved, the count should be reported for only one of the students.  |
| <b>Number of Non-Firearms Confiscated</b>   | Report the number of non-firearm weapons confiscated. If a weapon (non-firearm) is confiscated, but it cannot be linked to a specific student, report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.   |
| <b>Final Division Discipline or Sanction</b><br><br> | “Discipline Sanction” defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99, (no days suspended or expelled), this incident is still recorded. (For specific offense codes that apply to sanction 99 see Table 14 pp. 111-114) If a special education student has had an IEP permanent change in placement use 08 (Zero days reported). See Reference Table 3: Sanctions/Days Codes.  |

## GLOSSARY

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| <b>Number of Days Suspended or Expelled</b> ☺           | Report the number of days suspended or expelled for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. (For specific offense codes that apply to sanction 99 see Table 14 pp. 111-114). Special Education IEP Permanent Change in Placement uses 0 days. See Reference Table 3: Sanctions/Days Codes.  |
| <b>Number of Victims</b>                                | A victim is the recipient of an offensive act that may be criminal in nature and usually relates to personal crimes. Report the number of victims as a result of an incident i.e., (01). List the number of victims on only one student record or distribute among offenders where applicable, if there are multiple victims. Report zeroes (00) if there were no victims. See Reference Table 9: Offense Codes Requiring Victim Counts.                        |
| <b>Alternative Placement</b>                            | An alternative education program may be any program for students not enrolled in the regular school environment, such as students at risk for dropping out, students who have been expelled from their regular classes, or students who are undergoing outpatient treatment for drug use. Place <b>Y</b> for yes or <b>N</b> for no to indicate if the student was placed in an alternative education program as a result of this incident. Do not leave blank. |
| <b>Expulsion</b>  | Expulsion means that a student will not be allowed to return to school for up to 365 days or permanently, as determined by the local policy. Place <b>Y</b> for yes or <b>N</b> for no to indicate whether or not disciplinary action for this student included permanent expulsion. Do not leave blank.  |
| <b>Time Element</b>                                     | This field is necessary so that the time of an incident may be tracked according to whether it occurred during the school day, during a school activity, at a non-school activity, or in transit. See Reference Table 7: Incident Time Element Codes.   |
| <b><u>DCV Edit Check Terms</u></b>                      |   |
| <b>Alpha/Numeric</b>                                    | Alpha/numeric refers to data that may be entered with either alphabetic letters or numbers or both.   |
| <b>Invalid Date</b>                                     | The date entered is either in the incorrect format or the date does not make sense to the correct year, day, or month.  |
| <b>Invalid Offense Code</b>                             | The offense code must meet the criteria that have been established for previously entered data. (i.e., A disorderly conduct offense code cannot go with a confiscated weapon entry.)  |
| <b>BA1 and BA3 Offense Codes</b>                        | Battery BA1 and BA3 with a weapon must also have a weapon offense code (i.e., WP5).   |
| <b>Invalid Final Sanction</b>                           | The sanction chosen does not correspond with total days chosen as a match for both sanction and day. (i. e., Sanction 2 = 1—10 days).   |
| <b>Duplicate Incident with Different Incident Dates</b> | When using the same incident code, the same date of the incident must apply to each time the incident code is used with a different student.  |
| <b>Duplicate Offense Code</b>                           | Duplicate offense codes can only be generated if the required three digit codes are used more than once within the same category as different offenses. Now that all subcategories have been changed to three digit codes   |

## GLOSSARY

|   |  |
|---|--|
|   | no duplication will occur if the three digit subcategories are used like separate codes. This will not give you a data error   |
| <b>Reporting to Law Enforcement</b>                 | When reporting to law enforcement, the “Y” applies to the incident not the student. All students within one incident must be either “Y” or “N”; these cannot be mixed. |
| <b>Same Student ID with Different Race</b>          | The same student is listed with different incidents; however, the race assigned to the student changes. Once the category is established, it must remain.              |
| <b>Same Student ID with Different Grades</b>        | The same student is listed with different incidents; however, the grade assigned to the student changes. Once the category is established, it must remain.             |
| <b>Same Student ID with Different Date of Birth</b> | The same student is listed with different incidents; however, the date of birth assigned to the student changes. Once the category is established, it must remain.     |
| <b>Same Student ID with Different Disability</b>    | The same student is listed with different incidents; however, the disability assigned to the student changes. Once the category is established, it must remain.        |
| <b>Same Student ID with Different Gender</b>        | The same student is listed with different incidents; however, the gender assigned to the student changes. Once the category is established, it must remain.            |
| <b><u>DCV General Terms</u></b>                     |  |
| <b>Regional Center/Program</b>                      | A regional center/program is a non-graded center or program that serves more than one division.  |
| <b>Tab-Delimited</b>                                | This is a text file that is created in a specified layout that can be read by Oracle   |
| <b>Oracle</b>                                       | The type of database that is used by VDOE to store data.   |
| <b>Field</b>  | A field is a category of data.   |
| <b>Record</b>                                       | One record is one line of data.  |
| <b>Data Collection System</b>                       | The system that is used by the division to collect their data.   |

**DATA FORM**  
**Discipline Data Form 2010- 2011**

Date \_\_\_/\_\_\_/\_\_\_ Student Number \_\_\_\_\_ Incident Number \_\_\_\_\_ Grade \_\_\_\_\_

Referred By \_\_\_\_\_ Student Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First DOB \_\_\_/\_\_\_/\_\_\_

Enrolled Div. No. \_\_\_\_\_ Enrolled School No. \_\_\_\_\_ Offense Date \_\_\_/\_\_\_/\_\_\_ Incident Div. No. \_\_\_\_\_

Incident School No. \_\_\_\_\_ Parent Contacted (Telephone/Time) \_\_\_\_\_

Location of Infraction \_\_\_\_\_

Offense    Sanction \_\_\_\_\_ Days \_\_\_\_\_ LEP \_\_\_\_\_ Hispanic Y/N \_\_\_\_\_ Race \_\_\_\_\_  
Primary Off. 2 Off. 3 Gender \_\_\_\_\_ Firearm \_\_\_\_\_ Non Firearm \_\_\_\_\_

Special Edu.  Time  Law \_\_\_\_\_ Victim \_\_\_\_\_ Alt. Placement \_\_\_\_\_

Education Codes: 02-SD; 03-MD; 04-OI; 05-VI; 06-HI; 07-SLD; 08-ED; 09-SLI; 10-OHI; 12-DB; 13-Aut; 14-TBI; 15-504; 16-DD; 19-ID  
 Time Elements: 01-During school day; 02-School sponsored event 03-Non-school sponsored event; 04-In transit

LEGEND - Law Enforcement    Suspension and Expulsion only    \* Persistently Dangerous    New Code

**Alcohol**

- AL1 or AC1. Alcohol Use
- AL1. or AC2. Alcohol Possession
- AL1. or AC3. Alcohol Sale or Distribution

BB1 or BO4 Setting off False Fire Alarm

**Breaking and Entering/Burglary**

- BR1. or BK1. Burglary/Actual
- BR1. or BK2. Burglary/Attempted

- DR5. or D11. Other Drug Possession/Paraphernalia Possession
- DR5. or D12. Other Drug Sale/Distribution
- DR2 or D17. Substances Represented as Drugs (Look-alikes)
- \* DR4. or D19. Anabolic Steroid Sale/Dist.
- DR1. or D20. Anabolic Steroid Use and Poss.
- DR3. Theft or Attempted Theft of Prescription Medication

**Arson/Actual/Attempted**

- AR1. or AS1. Arson Actual
- AR1. or AS2. Arson Attempted
- AR1 or AS3. Lighted Firecrackers/Cherry Bombs/Stink Bombs/Contribute to a Damaging Fire

**Bullying**

BU1. Bullying

**Electronic Devices/Inappropriate Use**

- C1M. Beepers
- C2M. Cellular Telephones
- C3M. Other Electronic Devices

**Assault/Battery**

- \* BA1. Assault/Battery/Firearm or Other Weapon/Staff
- BA2. Assault/Battery/No Weapon/Staff
- \* BA3. Assault/Battery/Firearm or Other Weapon/Student
- BA4. Assault/Battery/No Weapon/Student
- \* BA5. Maliciously Wounding without Weapon

**Disorderly Conduct**

- D1C. Disrespect/Walking Away
- D2C. Defiance/Refuses Request
- D3C. Disruptive Demonstrations
- D4C. Possession of Obscene/Disruptive Literature
- D5C. Classroom/Campus Disruption
- D6C. Obscene/Inappropriate Language/Gestures
- D8C. Minor Insubordination

**Extortion**

- EX1. or ET1. Extortion
- EX1. or ET2. Attempted Extortion

**Attendance**

- A1T. Attendance - Violations of State, School Division or School Policy relating to Attendance

**Drug Violations**

- D4G Over the Counter Med\Use
- D5G. Over the Counter Med/Possession
- D6G. Over the Counter Med Sale/Distribution
- D15. Possession of Inhalants
- D16. Use of Inhalants

**Fighting/Conflict**

- FA2. Fighting/No or Minor Injury/Mutual Participation
- F1T. Altercation/Confrontation/No Injury

**Gambling**

G1B. Gambling

**Bomb Threat/Terrorist/Chemical/Biological**

- BB1. or BO1 Bomb Threat
- BB1. or BO2 Chemical/Biological Threat
- BB1 or BO3 Terrorist Threat

DR1. or DG7. Marijuana Use  
 DR1. or DG8. Marijuana Possession

DR1. or DG1. Schedule I & II Use  
 DR1. or DG2. Schedule I & II Poss.  
 \* DR4. or DG3. Schedule Sales and Distribution

\* DR4. or DG9. Marijuana Sale/Distribution

DR5. or D10. Other Drug Use/Overdose

**Gang Activity**

GA1. Gang Activity

**Harassment**

HR1. Harassment

**Hazing**

H1Z. Hazing

**Homicide**

- \*HO1. Homicide vs. Staff/Firearm
- \*HO2. Homicide vs. Student/Firearm
- \*HO3. Homicide vs. Staff/Other Weapon
- \*HO4. Homicide vs. Student/

Other Weapon

### Inciting a Riot

RT1. or RG1. Inciting a Riot  
RT1. or RG2. Attempting to Incite a Riot

### Kidnapping

\*K11. Kidnapping

### Other Violations

S1V Inappropriate Personal Property  
S2V Misrepresentation Other Violations  
S3V Other School or Code of Conduct Violation not otherwise included

### Robbery/Person/Force or Threat of Force

\*RO1. or RB1. Actual  
\*RO1. or RB2. Attempted

### Stalking

ST1. Stalking

### Sexual Offenses

SB1. Sexual Battery against Staff  
SB2. Sexual Battery against Student  
SX0. Sexual Harassment  
SX1. Offensive Sexual Touching/Staff  
SX2. Offensive Sexual Touching/Student  
\*SX3. Sexual Assault Staff/Rape  
\*SX4. Sexual Assault Student/Rape  
\*SX5. Attempted Sexual Assault/Staff/Rape  
\*SX6. Attempted Sexual Assault/Student/Rape  
SX7. Sexual Offense w/out Force/Lewd Behavior/Indecent Exposure  
\*SX8. Aggravated Sexual Battery/Student less than age 15

### Technology Use Violation

T1C. Unauthorized Use of Technology or Information  
T2C. Causing/Attempting to Cause Damage to Computer/Hardware, Software/Files  
T3C. Violation of Acceptable Use Policy  
T4C. Violation of Internet Policy

### Threats/Verbal/Physical

T11. Threat/Intimidation vs. Staff/Physical/Verbal  
T12. Threat/Intimidation vs. Student/Physical/Verbal

### Theft/No Force

TH1. or TF1. Theft/School Property  
TH1. or TF2. Theft/Staff Property  
TH1. or TF3. Theft/Student Property  
TH1. or TF4. Possession/ Stolen Property  
TH2. or TF6. Attempted Theft or Theft of Motor Vehicle

### Tobacco Offenses

TB1. or TC1. Tobacco Use  
TB1. or TC2. Tobacco Possession  
TB1. or TC3. Tobacco Sale/Distribution

### Tobacco Offenses

T4B. Bringing Tobacco Paraphernalia to School/School Event

### Trespassing

TR1. Trespassing

### Vandalism

VA1. or VN1. Vandalism of School Property  
VA1. or VN2. Vandalism of Private Property  
VA1. or VN3. Graffiti

### Weapons

WP0. Pneumatic Weapon-BB, Pellet, or Paint Ball Gun  
\* WP1. Weapon Handgun/Pistol  
\* WP2. Weapon Shotgun/Rifle  
W3P. Toy/Look-alike Gun to School/Event  
W1P. Possession of Ammunition  
W2P. Possession of Chemical Substance  
\* WP4. Weapon, Expels a Projectile  
WP5. Knife to School/Event  
\* WP6. Possession of Explosive Device/Live Ammunition  
\* WP7. Use of Bomb or Explosive Device  
\* WP8. Zip Gun/Starter Gun/Flare Gun  
WP9. Other Weapons  
WT1. Taser  
WS1. Stun Gun  
W8P. Razor Blades, Box Cutter, Knife (less than 3 inches) to School/School Event  
W9P. Fireworks/Firecrackers/Stink Bombs at School/School Event

### Sanction Codes

01 = Special Ed. in-School Suspension  
02 = Short Term (1 to 10 days)  
03 = Long Term (11 to 364 days)  
04 = Expulsion (365 days)  
05 = Special Ed. Weapons and Drugs only (1 to 45 days)  
06 = Special Ed. (VA Supreme Ct.)

07 = Used with Offense Codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, DR4 (0-364days)  
08= Special Ed.--IEP Permanent Change in Placement (0 days)  
99 = Other than Suspension or Expulsion (0 days)

### Racial/Ethnic Codes

01 American Indian/Alaska Native  
02 Asian  
03 Black or African American  
05 White  
06 Native Hawaiian/Other Pacific Islander  
07 Am. Ind./Alaska Nat. & Asian  
08 Am. Ind./Alaska Nat. & Black or African Am.  
09 Am. Ind./Alaska Nat. & White  
10 Am. Ind./Alaska Nat. & Nat. Hawaiian  
11 Asian & Black or African Am.  
12 Asian & White  
13 Asian & Nat. Hawaiian  
14 Black or African Am. & White  
15 Black or African Am. & Nat. Hawaiian  
16 Nat. Hawaiian & White  
17 Am. Ind./Alaska Nat., Asian & Black or African Am.  
18 Am. Ind./Alaska Nat., Asian & White  
19 Am. Ind./Alaska Nat., Asian & Nat. Hawaiian  
20 Asian, Black or African Am. & White  
21 Asian, Black or African Am. & Nat. Hawaiian  
22 Black or African Am., White & Nat. Hawaiian  
23 Black or African Am., Nat. Hawaiian & Am. Ind./Alaska Native  
24 White, Black or African Am. & Am. Ind./Alaska Native  
25 White, Nat. Hawaiian & Am. Ind./Alaska Native  
26 White, Nat. Hawaiian & Asian  
27 Am. Ind./Alaska Nat., Asian, Black or African Am. & White  
28 Asian, Black or African Am., White & Nat. Hawaiian  
29 Black or African Am., White, Nat. Hawaiian & Am. Ind./Alaska Native  
30 White, Nat. Hawaiian, Am. Ind./Alaska Native & Asian  
31 Nat. Hawaiian, Am. Ind./Alaska Native, Asian & Black or African Am  
32 Am. Ind./Alaska Nat., Asian, Black or African Am., White & Nat. Hawaiian

### Codes Requiring Victim Counts

|     |                                  |     |     |     |
|-----|----------------------------------|-----|-----|-----|
| BA1 | HO1                              | SB1 | SX6 | TI1 |
| BA2 | HO2                              | SB2 | SX8 | TI2 |
| BA3 | HO3                              | ST1 | TH1 |     |
| BA4 | HO4                              | SX0 | TF1 |     |
| BA5 | HR1                              | SX1 | TF2 |     |
| BU1 | KI1                              | SX2 | TF3 |     |
| EX1 | RO1                              | SX3 | TF4 |     |
| ET1 | RB1                              | SX4 | TH2 |     |
| ET2 | RB2                              | SX5 | TF6 |     |
| H1Z |                                  |     |     |     |
| SX7 | May or may not have victim count |     |     |     |

(Revised 6-1-2010)

## VIII. REFERENCE TABLES

### Reference Table 1 Offense Codes 2010-2011

The following table lists terms, definitions, and codes for offenses. The legal source or related statute is noted in the fifth column of the table. The following is a key to the abbreviations used in this column:


- |   |  |
|---|--|
| BOE Board of Education                                    | PDS Persistently Dangerous Schools                                 |
| Code of VA Code of Virginia                               | SDFSCA Safe and Drug-Free Schools and Communities Act              |
| GFSA Gun Free Schools Act                                 | USC United States Code   |
| NCLB No Child Left Behind Act of 2001                     | VAC Virginia Administrative Code (from Standards of Accreditation) |
| UMIRS Uniform Management Information and Reporting System |  |

Modification   
 Persistently Dangerous   
 New Code   
 Reference Notes

NOTE: Offenses used as measures for determining NCLB’s “**persistently dangerous schools**” designation are **shaded in gray**.

| Offense Term                              | Definition   | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute   | Reference Notes   |
|---|--|---|---|--|---|
| Alcohol Use Possession Sale/ Distribution | Violating laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action. | AL1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | Code of VA §22.1-279.3:1(A)<br>SDFSCA Report<br>20 USC § 7116<br>20 USC § 7161<br>UMIRS      | <u>Sub-Categories</u><br>AC1 – Alcohol Use<br>AC2 – Alcohol Possession<br>AC3 – Alcohol Sale/ Distribution  |
| Arson Actual Attempted                    | Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.                                       | AR1   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS<br><span style="background-color: yellow;">Code of VA §18.2-79</span> | <u>Sub-Categories</u><br>AS1 – Arson: Actual<br>AS2 – Arson: Attempted<br>AS3 – Lighted firecrackers, Cherry Bombs, or Stink-bombs that Contribute to a Damaging fire.<br><br>Firecrackers or fireworks should be coded as W9P. |

| Offense Term  | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*           | Source of Requirements and Related Statute   | Reference Notes |
|---|---|---|--|--|-----------------|
| Assault/<br>Battery<br>With Firearm or Other<br>Weapon<br>Against Staff       | An actual offensive, forceful and violent and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm through the use of a firearm or other weapon.       | BA1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §18.2-57<br>§22.1-279.3:1(A & D)<br>8 VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>20 USC § 7151<br>UMIRS |                 |
| Assault/<br>Battery<br>With No<br>Firearm or Weapon<br>Against Staff          | An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.                                   | BA2<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §22.1-279.3:1(A & D)<br>8 VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS  |                 |
| Assault/<br>Battery<br><br>With Firearm or Other<br>Weapon<br>Against Student | An actual offensive forceful and violent and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.                | BA3<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §18.2-57<br>§22.1-279.3:1(A & D)<br>8 VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>20 USC § 7151<br>UMIR  |                 |
| Assault/<br>Battery<br><br>With No Firearm or<br>Weapon<br>Against Student    | An actual offensive and intentional touching or striking of a student against his or her will, or mutual participation in a fight that intentionally causes bodily harm without the use of a firearm or weapon. | BA4<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §22.1-279.3:1(A & D)<br>8 VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS  |                 |

| Offense Term   | Definition   | Reporting Codes                                   | Disciplinary Reporting Requirements*  | Source of Requirements and Related Statute   | Reference Notes  |
|--|--|---|---|--|--|
| Assault/Battery<br>Malicious Wounding<br>Without a<br>Weapon | Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.   | BA5<br>Required to be reported to law enforcement | Required to be reported regardless of sanction  | BOE-PDS Policy<br>Code of VA<br>§18.5-51.2<br>SDFSCA Report<br>20 USC § 7116<br>8 VAC 20-131-270 |  |
| Attendance   | Violation of state, school division, or school policy relating to attendance.  | A1T   | Sanction 2 and 3 are required to be reported if there is another offense or if a single offense is a sanction of expulsion.<br>Spec Ed =01 remains the same  | SDFSCA Report<br>UMIRS<br>Code of VA<br>§22.1-277(A)   |  |
| Breaking and Entering<br><br>Burglary                        | Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.  | BR1   | Required to be reported only if sanction is suspension or expulsion   | SDFSCA Report<br>UMIRS   | <b>Sub-Categories</b><br>BK1 – Burglary: Actual<br>BK2 – Burglary: Attempted   |
| Bullying   | Using repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to verbal or written threats or physical harm.  | BU1   | Required to be reported regardless of sanction  | Code of VA<br>§22.1-208.01(A)  |  |
| Disorderly Conduct/<br>Insubordinate                         | Unwillingness to submit to authority or refusal to respond to a reasonable request. Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment. | D1C<br>D2C<br>D3C<br>D4C<br>D5C<br>D6C<br>D8C     | Required to be reported only if sanction is suspension or expulsion   | SDFSCA Report<br>UMIRS<br>Code of VA<br>§22.1-276.2  | <b>Sub-Categories</b><br>D1C – Disrespect (walking away, etc.)<br>D2C – Defiance (refuses requests)<br>D3C – Disruptive Demonstrations<br>D4C – Possession of Obscene or Disruptive Literature<br>D5C – Classroom or Campus Disruption<br>D6C – Using Obscene or Inappropriate Language or Gestures<br>D8C – Minor Insubordination |

| Offense Term   | Definition   | Reporting Codes                                   | Disciplinary Reporting Requirements*           | Source of Requirements and Related Statute   | Reference Notes   |
|--|--|---|--|--|---|
| Drug Violations Schedule I & II<br><br>Anabolic Steroid<br>Marijuana Use<br>Possession | Violation of laws or ordinances prohibiting the manufacture, transportation, possession or consumption of marijuana, schedule I & II drugs, and anabolic Steroid-Use. Suspicion of being under the influence of marijuana may be included if it results in disciplinary action.<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446">Links to the Drug Control Acts:</a><br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446</a> (Schedule I)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448</a> (Schedule II)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466</a> (Definitions) | DR1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §22.1-279.3:1(A)<br>8 VAC 20-560-10<br>SDFSCA Report 20 USC § 7116<br>20 USC § 7161<br>UMIRS              | <b>Sub-Categories</b><br>Schedule I & II Drugs / Marijuana/Anabolic Steroid-Use and Possession<br>DG1 – Schedule I & II Drug Use<br>DG2 – Schedule I & II Drug Possession<br>DG7 – Marijuana Use<br>DG8 – Marijuana Possession<br>D20 – Anabolic Steroid/Use and Possession |
| Drug Violations<br>Look-alikes Use<br>Possession                                       | Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as drug look-alikes.<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466">Links to the Drug Control Acts:</a><br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466</a> (Definitions)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-247">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-247</a> (Definitions)  | DR2<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §18.2-634<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>SDFSCA Report 20 USC § 7116<br>20 USC § 7161<br>UMIRS | <b>Sub-Categories</b><br>D17 – Substances Represented as Drugs (Look-alikes)  |
| Drug Violations<br>Inhalants   | Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any inhalants<br><a href="http://leg1.state.va.us/000/cod/18.2-264.HTM">Links to the Drug Control Acts:</a><br><a href="http://leg1.state.va.us/000/cod/18.2-264.HTM">http://leg1.state.va.us/000/cod/18.2-264.HTM</a>  | D15<br>D16  | Required to be reported regardless of sanction | Code of VA §18.2-264<br>SDFSCA Report  | D15 – Possession of Inhalants<br>D16 – Use of Inhalants   |
| Drug Violations<br>Prescription Theft<br>Attempted Theft                               | Unlawfully possessing or attempting to take possession of drugs prescribed for another.<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-258.2">Links to the Drug Control Acts:</a><br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-258.2">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-258.2</a> (Theft)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466</a> (Definitions)  | DR3<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §22.1-279.3:1(A)  |   |

| Offense Term   | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute  | Reference Notes   |
|--|---|---|---|---|---|
| Drug Violations<br>Schedule I & II<br>Anabolic Steroid<br>Marijuana<br>Sale/Distribution                 | Unlawfully possessing with the intent to distribute, sell, or solicit any Schedule I or II drug, marijuana, or anabolic steroid.<br><a href="#">Links to the Drug Control Acts:</a><br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446</a> (Schedule I)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448</a> (Schedule II)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466</a> (Definitions)   | DR4<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §18.2-248<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>SDFSCA Report<br>20 USC § 7116<br>20 USC § 7161<br>UMIRS | <b>Sub-Categories</b><br>Schedule I & II Drugs/<br>Marijuana/ Anabolic Steroid<br>Sale/Distribution.<br>DG3 – Schedule I & II Drug<br>Sale/Dist.<br>DG9 – Marijuana<br>Sale/Distribution<br>D19 – Anabolic Steroid<br>Sale/Distribution |
| Drug Violations<br>Schedule III-VI<br>Use Possession<br>Sale/Distribution<br>Paraphernalia<br>Possession | Unlawfully using or possessing with the intent to distribute, selling or soliciting any controlled drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia) for use in consuming illegal drugs in one's pocket, bag, car, or locker.<br><a href="#">Links to the Drug Control Acts:</a><br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3450">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3450</a> (Schedule III)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3452">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3452</a> (Schedule IV)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3454">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3454</a> (Schedule V)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3455">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3455</a> (Schedule VI)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466</a> (Definitions)<br><a href="http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-265.1">http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-265.1</a> (Paraphernalia) | DR5<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | Code of VA §22.1-279.3:1(A)<br>8 VAC 20-560-10<br>SDFSCA Report<br>20 USC § 7116<br>20 USC § 7161<br>UMIRS                                | <b>Sub-Categories</b><br>Schedule III-VI Drugs/Use/<br>Possession/<br>Sale/Distribution<br>D10 – Other Drug<br>Use/Overdose<br>D11 – Other Drug<br>Possession/<br>Paraphernalia<br>Possession<br>D12 – Other Drug<br>Sale/Distribution  |
| Drug Violations<br>Over-the-Counter<br>Use, Possession,<br>Sale/Distribution                             | Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.  | D4G<br>D5G<br>D6G                                 | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS  | <b>Sub-Categories</b><br>D4G – Over-the Counter<br>Medicine/Use<br>D5G – Over-the-Counter<br>Medicine/Possession<br>n<br>D6G – Over-the-Counter<br>Medicine<br>Sale/Distribution  |

| Offense Term  | Definition  | Reporting Codes   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute             | Reference Notes   |
|---|---|-------------------|---|--|---|
| Electronic Devices  | Using electronic devices that are deemed inappropriate in an educational setting.   | C1M<br>C2M<br>C3M | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS<br>Code of VA<br>§22.1-279.6(B) | <b>Sub-Categories</b><br>C1M – Beepers<br>C2M – Cellular Telephones<br>C3M – Electronic Devices |
| Extortion   | Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person's property.  | EX1               | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS<br>Code of VA<br>§18.2-59       | <b>Sub-Categories</b><br>ET1 – Extortion<br>ET2 – Attempted Extortion                           |
| Fighting With No Injury or Minor injury                     | Mutual participation in a fight involving physical violence, where there are no or minor injuries. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising.   | FA2               | Required to be reported regardless of sanction                      | 8 VAC 20-131-270<br>SOA<br>UMIRS                       |   |
| Fighting/ Altercation                                       | Confrontation, tussle, or verbal/physical aggression that does not result in injury.  | F1T               | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS                                 |   |
| Gambling  | Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome.   | G1B               | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS<br>Code of VA<br>§18.2-325      |   |
| Gang Activity   | Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, that has as one of its primary objectives or activities to commit one or more criminal or non-criminal gang activities. This includes articles of clothing that symbolize association, rituals, or activities identified by groups of students. | GA1               | Required to be reported only if sanction is suspension or expulsion | Code of VA<br>§18.2-46.1-3<br>UMIRS                    |   |
| Harassment, Non-sexual (Physical, Verbal, or Psychological) | Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment.  | HR1               | Required to be reported regardless of sanction                      | SDFSCA Report<br>UMIRS                                 |   |

| Offense Term                               | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute   | Reference Notes |
|--|---|---|---|--|-----------------|
| Hazing                                     | Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class. | H1Z   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS<br>Code of VA §22.1-279(B)<br>§18.2-56  |                 |
| Homicide Against Staff With Firearm        | Any death of a staff member resulting from the use of a firearm (other than accidentally self-inflicted or suicide).  | HO1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §Title 18.2<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 711620<br>USC § 7151<br>GFSA<br>UMIRS |                 |
| Homicide Against Student With Firearm      | Any death of a student resulting from the use of a firearm (other than accidentally self-inflicted or suicide).   | HO2<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §Title 18.2<br>8 VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS   |                 |
| Homicide Against Staff With Other Weapon   | Any death of a staff member resulting from the use of a weapon (other than accidentally self-inflicted or suicide).   | HO3<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §Title 18.2<br>VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS   |                 |
| Homicide Against Student With Other Weapon | Any death of a student resulting from the use of a weapon (other than accidentally self-inflicted or suicide).  | HO4<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §Title 18.2<br>VAC 20-560-10<br>8 VAC 20-131-270<br>SDFSCA Report<br>20 USC § 7116<br>UMIR  |                 |

| Offense Term      | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute                | Reference Notes   |
|-------------------|---|---|---|---|---|
| Inciting a Riot   | Unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.  | RT1   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report UMIRS                                       | <b>Sub-Categories</b><br>RG1 – Inciting a Riot<br>RG2 – Attempting To Incite a Riot   |
| Kidnapping        | Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.   | KI1   | Required to be reported regardless of sanction                      | BOE-PDS Policy Code of VA §18.2-47                        |   |
| Other Violations  | Violations that are inappropriate for school behavior.  | S1V<br>S2V<br>S3V                                 | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report UMIRS                                       | <b>Sub-Categories</b><br>S1V – Inappropriate Personal Property (i.e. Dress Code Violation)<br>S2V – Misrepresentation (i.e. Lying, Cheating or Plagiarism)<br>S3V – Other School Code of Conduct Violation Not Otherwise Included |
| Robbery           | Taking, or attempting to take, anything of value 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.  | RO1   | Required to be reported regardless of sanction                      | BOE-PDS Policy Code of VA §18.2-58<br>SDFSCA Report UMIRS | <b>Sub-Categories</b><br>Robbery (Using Force)<br>RB1 – Actual Robbery<br>RB2 – Attempted Robbery<br>See also<br>Burglary/ Theft  |
| Stalking          | Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.   | ST1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | Code of VA §22.1-279.3:1<br>§18.2.60.3                    |   |
| Sexual Harassment | Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment | SX0   | Required to be reported regardless of sanction                      | SDFSCA Report UMIRS                                       |   |

| Offense Term  | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*           | Source of Requirements and Related Statute   | Reference Notes |
|---|---|---|--|--|-----------------|
| Sexual Battery Against Staff                                  | Sexual battery against a staff member involves in offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.                    | SB1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §18.2-67.4  |                 |
| Sexual Battery Against Student                                | Sexual battery against a student member involves in offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.                  | SB2<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §18.2-67.4  |                 |
| Sexual Offenses Against Staff<br>Forcible Assault             | Sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.   | SX3<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §Title 18.2<br>§22.1-279.3:1(A) 8<br>8 VAC 20-560-10<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS |                 |
| Sexual Offenses Against Student<br>Forcible Assault           | Sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor. | SX4<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §Title 18.2<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS   |                 |
| Sexual Offenses Against Staff<br>Attempted Forcible Assault   | Attempted sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.   | SX5<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §Title 18.2<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS  |                 |
| Sexual Offenses Against Student<br>Attempted Forcible Assault | Attempted sexual penetration (e.g., oral, anal, or vaginal) against a student without consent, including statutory rape, or sexual penetration with or without the minor's consent.                           | SX6<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §22.1-279.3:1(A)<br>§Title 18.2<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS                      |                 |

| Offense Term                                    | Definition   | Reporting Codes                                   | Disciplinary Reporting Requirements*           | Source of Requirements and Related Statute  | Reference Notes   |
|---|--|---|--|---|---|
| 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. Consider age, developmentally appropriate behavior, and disability status before using this category.   | SX7<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | Code of VA §22.1-279.3:1(A)<br>SDFSCA Report  |   |
| Sexual Offense<br><br>Aggravated Sexual Battery | Sexually abusing a victim less than thirteen years of age or accomplishing the act against the will of the victim by force, threat, intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused uses or threatens to use a dangerous weapon.<br><br>Sexual abuse means an act committed with the intent to sexually molest, arouse, or gratify any person where the accused intentionally touches the victim's intimate parts or material directly covering such intimate parts; the accused forces the victim to touch the victim's own or another person's intimate parts or material directly covering such intimate parts; or the accused forces another person to touch the victim's intimate parts or material directly covering such intimate parts. | SX8<br>Required to be reported to law enforcement | Required to be reported regardless of sanction | BOE-PDS Policy<br>Code of VA §22.1-279.3:1(A)<br>§Title 18.2<br>SDFSCA Report<br>20 USC § 7116<br>UMIRS |   |
| Sexual Offense Offensive Touching Against Staff | Improper physical contact against a staff that is offensive, undesirable, and/or unwanted as determined by the victim  | SX1   | Required to be reported regardless of sanction | Code of VA §22.1-279.3:1  | Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported even though such behavior may violate a local school policy. Consider age, developmentally appropriate behavior, and disability status before using this category. |

| Offense Term   | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute            | Reference Notes   |
|--|---|---|---|---|---|
| Sexual Offense<br>Offensive Touching Against Student             | Improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim.  | SX2   | Required to be reported regardless of sanction                      | Code of VA §22.1-279.3:1                              | Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported even though such behavior may violate a local school policy. Consider age, developmentally appropriate behavior, and disability status before using this category.             |
| School Threat<br><br>Bomb Threat (Threat of Destruction or Harm) | Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff.<br><br>Intentionally making a false report of potential harm from dangerous chemicals or biological agents. | BB1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | Code of VA §22.1-279.3:1(A)<br>SDFSCA Report<br>UMIRS | <b>Sub-Categories</b><br>BO1 – Bomb Threat<br>BO2 - Chemical/Biological Threat<br>BO3 – Terrorist Threat<br>BO4 – Setting off False Fire Alarm  |
| Technology Use Violations/Use                                    | Unauthorized violations of technology use according to the Acceptable Usage Policy.   | T1C<br>T2C<br>T3C<br>T4C                          | Required to be reported only if sanction is suspension or expulsion | Code of VA §22.1-279.6<br>SDFSCA Report<br>UMIRS      | <b>Sub-Categories</b><br><u>T1C – Unauthorized Use of Technology or Information</u><br>T2C - Causing/Attempting to Cause Damage to Computer Hardware, Software or Files<br>T3C – Violations of Acceptable Usage Policy<br>T4C – Violations of Internet Policy |

| Offense Term                                     | Definition  | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute    | Reference Notes   |
|--|---|---|---|---|---|
| Threat/<br>Intimidation<br>Against Staff         | Unlawfully placing a staff member in fear of bodily harm through physical, verbal, written or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category. | TI1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | Code of VA §18.2-60<br>SDFSCA Report<br>UMIRS | Also see Harassment-Non Sexual/<br>Hazing/School Threat/<br>Bullying  |
| Threat/<br>Intimidation<br>Against Student       | Unlawfully placing a student in fear of bodily harm through physical, verbal, written or electronic threats without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.   | TI2   | Required to be reported regardless of sanction                      | Code of VA §18.2-60<br>SDFSCA Report<br>UMIRS |   |
| Theft Offenses<br>(No Force)                     | Unlawfully taking, carrying, leading, or riding away property from the possession of another person. May include pocket picking, purse snatching, theft from building, theft of electronic data, theft from motor vehicle, or from coin-operated machines.  | TH1   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS                        | <b>Sub-Categories</b><br>Theft Offenses (except motor vehicle)<br>TF1 – Theft of School Property<br>TF2 – Theft of Staff Property<br>TF3 – Theft of Student Property<br>TF4 – Possession of Stolen Property |
| Theft Offense<br>of a Motor Vehicle              | Unlawfully taking, carrying, leading, or riding away a motor vehicle or the attempted theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.   | TH2   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS                        | <b>Sub-Categories</b><br>Theft of a Motor Vehicle<br>TF6 – Attempted Theft of Motor Vehicle   |
| Tobacco Use<br>Possession, Sale,<br>Distribution | Possessing, using, distributing, or selling tobacco products, including smokeless tobacco, on school grounds, at school-sponsored events, and/or on school transportation.  | TB1   | Required to be reported regardless of sanction                      | SDFSCA Report<br>UMIRS                        | <b>Sub-Categories</b><br>TC1 – Tobacco Use<br>TC2 – Tobacco Possession<br>TC3 – Tobacco Sales/Distribution  |
| Tobacco<br>Paraphernalia                         | Bringing tobacco paraphernalia to school or to a school event.  | T4B   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS                        |   |

| Offense Term                                    | Definition   | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute  | Reference Notes  |
|---|--|---|---|---|--|
| Trespassing                                     | Entering or remaining 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. | TR1   | Required to be reported only if sanction is suspension or expulsion | Code of VA §18.2-128<br>SDFSCA Report<br>UMIRS  |  |
| Vandalism                                       | Willfully and/or maliciously destroying, damaging or defacing public or private property without the consent of the owner or the person having custody or control of it. This category includes graffiti.  | VA1   | Required to be reported only if sanction is suspension or expulsion | Code of VA §18.2-128<br>SDFSCA Report<br>UMIRS  | <b>Sub-Categories</b><br>VN1 – Vandalism of School Property<br>VN2 – Vandalism of Private Property<br>VN3 – Graffiti |
| Weapon (1)<br><br>Firearm<br>Handgun/<br>Pistol | Possessing or bringing a handgun or pistol to school or to a school-sponsored event.   | WP1<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §18.2-308.1 (B)<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>8 VAC 20-131-260<br>GFSA<br>20 USC § 7151<br>UMIRS | Automatic expulsion required. May be modified by LEA, in accordance with federal and state guidelines.               |
| Weapon (2)<br><br>Firearm<br>Shotgun/<br>Rifle  | Possessing or bringing a rifle/shotgun to school or a school-sponsored event.  | WP2<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §18.2-308.1 (B)<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>8 VAC 20-131-260<br>GFSA<br>20 USC § 7151<br>UMIRS | Automatic expulsion required. May be modified by LEA, in accordance with federal and state guidelines.               |
| Weapon (3)<br><br>Expels a<br>Projectile        | Possessing or bringing to school or a school-sponsored event any weapon designed to expel a projectile or that may readily be converted or modified manufactured guns to expel a projectile by the action of an explosive device.  | WP4<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA §18.2-308.1 (B)<br>8 VAC 20-131-260<br>GFSA<br>UMIRS   | This definition does not include BB guns or pneumatic weapons. See WP0.  |

| Offense Term                    | Definition   | Reporting Codes                                   | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute  | Reference Notes   |
|---------------------------------|--|---|---|---|---|
| Weapon (4)<br>Knife             | Possessing or bringing to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more.  | WP5<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>8 VAC 20-131-270<br>§22.1-279.3:1   |   |
| Weapon (5)<br>Other Firearms    | Possessing or bringing any other weapon that will, is designed to, expel a projectile by the action of an explosive to school or a school event. This includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, a zip or starter gun. | WP8<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA<br>§22.1-279.3:1(A)<br>8 VAC 20-560-10<br>8 VAC 20-131-260<br>GFSA<br>20 USC § 7151<br>UMIRS | These definitions may include automatic weapons or semi automatic weapons other than shotgun/rifle, or handgun, such as an XM8. |
| Weapon (6)<br>Other Weapon      | Possessing or bringing any weapon, instrument, or object that is designed to or may readily be converted to inflict harm on another person to school or a school event. ( i.e. golf club, baseball bat, chains, nunchakus, or billy club)  | WP9<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | 8 VAC 20-131-270<br>Code of VA<br>§18.2-308.1 (A)<br>UMIRS  |   |
| Pneumatic Weapon<br>(BB Gun)    | Possessing or bringing any pneumatic gun or rifle that is air powered to school or a school event. A pneumatic gun or rifle includes a BB, paint ball, or pellet gun.  | WP0<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | 8 VAC20-121-260<br>Code of VA<br>§15.2-915.4  |   |
| Possession of Explosive Device  | Possessing or representing any weapon that explodes or is designed to or may readily be converted to explode.  | WP6<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA<br>§18.2-433.1<br>§22.1-279.3:1(A)<br>8 VAC 20-131-260<br>GFSA                               |   |
| Use of Bomb or Explosive Device | Using any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion.   | WP7<br>Required to be reported to law enforcement | Required to be reported regardless of sanction                      | BOE-PDS Policy<br>Code of VA<br>§18.2-85<br>§18.2-433.1<br>§22.1-279.3:1(A)<br>8 VAC 20-131-260                           |   |
| Possession of Ammunition        | Possession of any type of ammunition. Ammunition means ammunition or cartridges, cases, primers, bullets, or propellant powder designed for use in any firearm.  | W1P   | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>USC<br>§18.921-17<br>UMIRS   | W1P – Bringing Ammunition to School or School Event.  |

| Offense Term                 | Definition  | Reporting Codes | Disciplinary Reporting Requirements*                                | Source of Requirements and Related Statute                      | Reference Notes   |
|------------------------------|---|-----------------|---|---|---|
| Weapon/<br>Look-alike        | Any device that looks like a real gun or is a toy gun (i.e., water pistols). Category also includes look-alike weapons.   | W3P             | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS  |   |
| Weapon/Chemical<br>Substance | Possessing or bringing to school or a school-sponsored event any substance used as a weapon. The substance would include mace, tear gas, or pepper spray.   | W2P             | Required to be reported regardless of sanction                      | UMIRS   |   |
| Possible Weapons             | Possessing knife less than three inches, razor blades, box cutters, fireworks, firecrackers, or bringing stink bombs to school or a school event.   | W8P<br><br>W9P  | Required to be reported only if sanction is suspension or expulsion | SDFSCA Report<br>UMIRS  | <u>W8P – Bringing Razor Blades/Box Cutters/ Less than 3 inch blade knife to School or School Events.</u><br><br>W9P – Bringing Fireworks, Firecrackers, or Stink Bombs to School or School Event. |
| Possession of Taser<br>Gun   | Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or another charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person.                   | WT1             | Required to be reported regardless of sanction                      | Code of VA<br>§ 18.2-308.1(A)<br>§ 22.1-277.07<br>SDFSCA Report |   |
| Possession of Stun<br>Gun    | Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge that exceeds the equivalency of five milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person. | WS1             | Required to be reported regardless of sanction                      | Code of VA<br>§ 18.2-308.1(A)<br>§ 22.1-277.07<br>SDFSCA Report |   |

\*The disciplinary reporting requirements indicate if the offense is required by law to be reported to the Virginia Department of Education regardless of the disciplinary sanction or if the offense is in violation of the school code of conduct and must be reported if a student is suspended or expelled as required by the federal *Safe and Drug-Free and Communities Act (SDFSCA)*.

## Reference Table 2

### DCV Discipline Sanction Codes

School divisions must use the following codes to indicate the sanction imposed upon a student as a result of a disciplinary offense. Code No. 08 will be use for special education student who are not sanctioned but have had permanent placement change as a result of their IEP.

| <b>Sanction</b> | <b>Days</b>                         | <b>Conditions</b>  |
|-----------------|-------------------------------------|--|
| 01              | (Minimum of one day)<br>Not limited | In-School Suspensions for Special Education Students Only  |
| 02              | 1-10                                | Short-Term Out of School – All Codes   |
| 03              | 11-364                              | Long-Term Out of School – All Codes  |
| 04              | 365                                 | Expulsion – All Codes  |
| 05              | 1-45                                | Interim Placement – Drugs, Weapons, and Serious Injury – DR1, DR2, DR3, DR4, DR5, WP1, WP2, WP4, WP5, WP6, WP7, WP8, WP9, BA5<br>Special Education |
| 06              | 1-45                                | Court-Appointed Hearing Officer by Virginia Supreme Court.<br>Special Education Only   |
| 07              | 0-364                               | Applies to DR1, DR4, WP1, WP2, WP4, WP6, WP7, WP8  |
| 08              | 0                                   | Special Education Students only--IEP<br>Permanent Change in Placement  |
| 99              | 0                                   | Applies to any discipline not defined in codes 02 through 07   |

## Reference Table 3

### Sanctions/Days Codes

Report the total number of days a student is suspended or expelled for his/her particular offense using the following codes:

**Please note: If the student has violated a required offense code, but the discipline sanction**

| <b>Code Number</b> | <b>Description of Discipline Sanction</b>  |
|--------------------|--|
| <b>01</b>          | For students with disabilities, in-school suspension as defined on page 7.   |
| <b>02</b>          | Short-term suspensions are defined as a single suspension of ten (10) days or less.  |
| <b>03</b>          | Long-term suspensions are defined as a single suspension of eleven (11) days up to 364 days.   |
| <b>04</b>          | Expulsion is defined as a single expulsion for 365 days. This may be either a permanent expulsion or a 365-day removal from school. Any student may be placed in alternative placement.  |
| <b>05</b>          | Special Education Interim Alternative Placement –Report those incidents in which school personnel, not the IEP team, order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting (for not more than 45 school days) for an offense involving weapons, drugs, or serious bodily harm.  |
| <b>06</b>          | Special Education Interim Alternative Placement—Report those incidents in which an impartial hearing officer, appointed by the Supreme Court of Virginia, orders the removal of children with disabilities from their current educational placement to an appropriate alternative education setting for not more than 45 days. This decision is based on the hearing officer’s determination that the public agency has demonstrated by substantial evidence that maintaining the child’s current placement is substantially likely to result in injury to the child or to others. |
| <b>07</b>          | Use for drugs and weapon offenses WP1, WP2, WP4, WP6, WP7, WP8, DR1, and DR4 which involve 0 to 364 days to indicate that expulsion was modified.  |
| <b>08</b>          | Special education students only--IEP Permanent change in placement. Use “0” Zero days when using an 08   |
| <b>99</b>          | Use for any discipline not defined in codes 02 through 07. This may include in-school detention, bus suspension, or Saturday detention. No days are reported for a sanction 99. Depending on the offense code within the incident dictates weather the sanction 99 is reported. (For specific offense codes that apply to sanction 99 see Table 14 pp. 111-114)  |

## Reference Table 4

### Grade Level Codes

Use the following codes to indicate the grade level in which the student is enrolled at the time the DCV incident occurred.

| <b>Code</b> | <b>Grade Level</b>    |
|-------------|-----------------------|
| 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 student |

## Reference Table 5

### Disability Codes

Use the codes in the table below to identify the specific disability or 504 status of a student with disabilities who commits a disciplinary offense.

| <b>Code</b> | <b>Disability</b>                      |
|-------------|--|
| 02          | Severe Disability                      |
| 03          | Multiple Disabilities                  |
| 04          | Orthopedic Impairments                 |
| 05          | Visual Impairments                     |
| 06          | Hearing Impairments                    |
| 07          | Specific Learning Disabilities         |
| 08          | Emotional Disturbance                  |
| 09          | Speech/Language Impairments            |
| 10          | Other Health Impairments               |
| 12          | Deaf-Blindness                         |
| 13          | Autism                                 |
| 14          | Traumatic Brain Injury                 |
| 15          | 504 (not considered special education) |
| 16          | Developmental Delayed                  |
| 19 ☺        | Intellectual Disabilities              |
|             |  |

## Reference Table 6

### Racial/Ethnic Codes

Use the following racial/ethnic codes to describe the group to which a student belongs. For students of mixed racial and/or ethnic origins, report the category that most closely reflects the individual's recognition in the community

| Racial/Ethnic Codes   | Part 1<br>Hispanic? | Part 2<br>Race |
|---|---------------------|----------------|
| <b>One Race</b>   |                     |                |
| American Indian/Alaska Native   | Y / N               | 01             |
| Asian   | Y / N               | 02             |
| Black or African American   | Y / N               | 03             |
| White   | Y / N               | 05             |
| Native Hawaiian/Other Pacific Islander  | Y / N               | 06             |
| <b>Combination of Two Races</b>   |                     |                |
| American Indian/Alaska Native <b>and</b> Asian                                      | Y / N               | 07             |
| American Indian/Alaska Native <b>and</b> Black or African American                  | Y / N               | 08             |
| American Indian/Alaska Native <b>and</b> White                                      | Y / N               | 09             |
| American Indian/Alaska Native <b>and</b> Native Hawaiian                            | Y / N               | 10             |
| Asian <b>and</b> Black or African American  | Y / N               | 11             |
| Asian <b>and</b> White  | Y / N               | 12             |
| Asian <b>and</b> Native Hawaiian  | Y / N               | 13             |
| Black or African American <b>and</b> White  | Y / N               | 14             |
| Black or African American <b>and</b> Native Hawaiian                                | Y / N               | 15             |
| Native Hawaiian <b>and</b> White  | Y / N               | 16             |
| <b>Combination of Three Races</b>   |                     |                |
| American Indian/Alaska Native, Asian <b>and</b> Black or African American           | Y / N               | 17             |
| American Indian/Alaska Native, Asian <b>and</b> White                               | Y / N               | 18             |
| American Indian/Alaska Native, Asian <b>and</b> Native Hawaiian                     | Y / N               | 19             |
| Asian, Black or African American <b>and</b> White                                   | Y / N               | 20             |
| Asian, Black or African American <b>and</b> Native Hawaiian                         | Y / N               | 21             |
| Black or African American, White <b>and</b> Native Hawaiian                         | Y / N               | 22             |
| <b>Combination of Three Races</b>   |                     |                |
| Black or African American, Native Hawaiian <b>and</b> American Indian/Alaska Native | Y / N               | 23             |
| White, Black or African American <b>and</b> American Indian/Alaska Native           | Y / N               | 24             |
| White, Native Hawaiian <b>and</b> American Indian/Alaska Native                     | Y / N               | 25             |
| White, Native Hawaiian <b>and</b> Asian   | Y / N               | 26             |
| <b>Combination of Four Races</b>  |                     |                |

| <b>Racial/Ethnic Codes</b>  | <b>Part 1<br/>Hispanic?</b> | <b>Part 2<br/>Race</b> |
|---|-----------------------------|------------------------|
| American Indian/Alaska Native, Asian, Black or African American <b>and</b> White                  | Y / N                       | 27                     |
| Asian, Black or African American, White <b>and</b> Native Hawaiian                                | Y / N                       | 28                     |
| Black or African American, White, Native Hawaiian <b>and</b> American Indian/Alaska Native        | Y / N                       | 29                     |
| White, Native Hawaiian, American Indian/Alaska Native <b>and</b> Asian                            | Y / N                       | 30                     |
| Native Hawaiian American Indian/Alaska Native, Asian <b>and</b> Black or African American         | Y / N                       | 31                     |
| <b>Combination of Five Races</b>  |                             |                        |
| American Indian/Alaska Native, Asian, Black or African American, White <b>and</b> Native Hawaiian | Y / N                       | 32                     |

## Reference Table 7

### Incident Time Element Codes

Report the time during which an incident of discipline, crime, or violence occurred using the codes for time elements listed in the table below.

| <b>Code</b> | <b>Definition of Time Element</b>   |
|-------------|---|
| 01          | During the regular school day. "01" is defined as before class, during class, during class change, during lunch/recess, after classes, and other times during school hours. This includes school-sponsored activities that occur during the regular school day, such as a field trip. |
| 02          | During a school-sponsored activity outside the regular school day. "02" involves any school-sponsored activity where an incident occurs.  |
| 03          | During a non-school-sponsored activity outside school hours. "03" involves an incident that did not occur during a school-sponsored event, but involved one or more students on school property.  |
| 04          | In transit on the way to or from school. "04" is defined as an incident that occurred while students were on the way to or from school on school-provided transportation.   |

## Reference Table 8

### Regional Centers Codes 2010-2011

Use the following code numbers for incidents occurring in regional Governor's Schools, Special Education Centers, Technical Centers, and Alternative Centers.

#### Governor Schools

| EDAGENCY<br>NUM | NAME OF CENTER                        | SCHOOL<br>NUM | NAME OF SCHOOL                       | DIRECTOR/ASSTANT         |
|-----------------|---------------------------------------|---------------|--------------------------------------|--------------------------|
| 260             | CENTRAL VIRGINIA GOV SCH FOR SCI/TECH | 10            | CENTRAL VIRGINIA GOV SCH             | Dr. Thomas Morgan        |
| 261             | SOUTHWEST VIRGINIA GOV SCH            | 10            | SOUTHWEST VIRGINIA GOV SCH           | Ms. Rebecca Phelps       |
| 262             | GOVERNOR'S SCHOOL FOR THE ARTS        | 10            | GOVERNOR SCHOOL FOR THE ARTS         | Dr. Andrea Warren        |
| 263             | ROANOKE VALLEY GOV SCH                | 10            | ROANOKE VALLEY GOV SCH               | Dr. John Kowalski        |
| 264             | NEW HORIZONS GOV SCHOOL               | 10            | NEW HORIZONS GOV SCHOOL              | Ms. Vikki Wismer         |
| 265             | CENTRAL SHENANDOAH VALLEY GS/SCI-TECH | 10            | CENTRAL SHENANDOAH VALLEY            | Ms. Linda Newbern Cauley |
| 266             | GOV SCH GLOBAL ECONOMICS/TECH         | 10            | GOV SCH GLOBAL ECONOMICS/TECH        | Ms. Catherine Cottrell   |
| 267             | APPOMATTOX REGIONAL GOV SCH           | 10            | APPOMATTOX REGIONAL GOV SCH          | Ms. Veronica Kouassi     |
| 268             | A. LINWOOD HOLTON GOV SCH             | 10            | A. LINWOOD HOLTON GOV SCH            | Mr. Danny Dixon          |
| 269             | CHESAPEAKE BAY GOV SCH                | 10            | CHESAPEAKE BAY GOV SCH               | Ms. Patricia Griffin     |
| 270             | COMMONWEALTH GOVERNOR'S SCHOOL        | 10            | COMMONWEALTH GOV SCHOOL              | Dr. David Baker          |
| 271             | MAGGIE L. WALKER GOV SCH              | 10            | MAGGIE L. WALKER GOV SCH             | Mr. Philip Tharp         |
| 273             | BLUE RIDGE VIRTUAL GOVERNOR'S SCHOOL  | 10            | BLUE RIDGE VIRTUAL GOVERNOR'S SCHOOL | Mr. Marc Carraway        |
| 274             | JACKSON RIVER GOVERNOR'S SCHOOL       | 10            | JACKSON RIVER GOV SCH                | Mr. Eddie Graham         |
| 276             | PIEDMONT GOV SCH FOR MATH/SCI/TECH    | 10            | PIEDMONT GOV SCH FOR MATH/SCI/TECH   | Ms. Amy Scott            |
| 275             | MASSANUTTEN GOVERNOR'S SCHOOL         | 10            | MASSANUTTEN GOVERNOR'S SCHOOL        | Ms. Susan Fream          |
| 277             | MOUNTAIN VISTA GOVERNOR'S SCHOOL      | 10            | MOUNTAIN VISTA GOVERNOR'S SCHOOL     | Dr. Roseanne Williamson  |

#### Special Education Centers

|     |                                |    |                                    |                          |
|-----|--------------------------------|----|------------------------------------|--------------------------|
| 280 | COOP CTR FOR EXCEP CHILDREN    | 10 | COOP CTR FOR EXCEP CHILDREN        | Ms. Belinda H. Nichols   |
| 281 | MID PENINSULA REG SPEC ED CTR  | 10 | MID PENINSULA REG SPEC ED CTR      | Ms. Fran Goforth         |
| 282 | LAUREL REGIONAL                | 10 | LAUREL REGIONAL SPECIAL ED CTR     | Ms. Dana Koenig          |
| 283 | NORTHERN NECK REGIONAL         | 10 | NORTHERN NECK REG SPECIAL ED       | Jamie R. Blake           |
| 284 | NORTHWESTERN REG ED PGM        | 10 | NORTHWESTERN REG ED PGM            | Mr. Ralph Reese          |
| 285 | NEW HORIZONS REGIONAL EDUC CTR | 10 | NEW HORIZONS REG CTR - AUTISM      | Mrs. Kelly Brown Wood    |
| 285 | NEW HORIZONS REGIONAL EDUC CTR | 20 | NEW HORIZONS REG CTR -NEWPORT ACD. | Mr. John J. Johnson, III |
| 286 | PIEDMONT REGIONAL ED.          | 20 | PIEDMONT REG ED/CEDAR MOUNTAIN     | Ms. Diane Wolf           |
| 286 | PIEDMONT REGIONAL ED.          | 10 | PIEDMONT REG ED/IVY CREEK          | Ms. Diane Wolf           |
| 287 | SHENANDOAH VALLEY REG          | 10 | SHENANDOAH VALLEY REG              | Mrs. Judy S. Sorrell     |
| 288 | SOUTHEASTERN COOP ED PGM       | 10 | SOUTHEASTERN COOP ED PGM           | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 40 | TRAEP - VIRGINIA BEACH             | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 90 | SUFFOLK RE-ED                      | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 80 | CHESAPEAKE RE-ED                   | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 70 | PORTSMOUTH RE-ED                   | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 60 | NORFOLK RE-ED                      | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 50 | TRAEP - NORFOLK                    | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 30 | WHITEOAKS RE-ED                    | Dr. Murrey Ritter        |
| 288 | SOUTHEASTERN COOP ED PGM       | 20 | KEMPSVILLE RE-ED                   | Dr. Murrey Ritter        |
| 290 | N VIRGINIA REG SPEC ED PGM     | 10 | N VIRGINIA REG SPEC ED PGM         | Mrs. Bobbett Burgess     |
| 292 | HENRY CO/MARTINSVILLE REG PGM  | 10 | HENRY CO/MARTINSVILLE REG PGM      | Ms. Amy Scott            |
| 299 | ROANOKE VALLEY REGIONAL BOARD  | 10 | ROANOKE VALLEY REGIONAL BOARD      | Mr. Rodney M. Dillman    |

## Technical Centers

|     |                                   |     |                                   |                       |
|-----|-----------------------------------|-----|-----------------------------------|-----------------------|
| 307 | NEW HORIZONS REG. EDU. CENTER     | 220 | NEW HORIZONS REG ED CTR           | Dr. Edward Carr       |
| 307 | NEW HORIZONS TECH CTR-BUTLER FARM | 220 | NEW HORIZONS TECH CTR-BUTLER FARM | Mr. J. Johnson        |
| 307 | NEW HORIZONS TECH CTR-WOODSIDE    | 210 | NEW HORIZONS WOODSIDE             | Mr. Roger Tomlinson   |
| 301 | CHARLOTTESVILLE-ALBEMARLE TECH    | 130 | CHARLOTTESVILLE-ALBEMARLE TECH    | Mr. .Darah Bonham     |
| 302 | JACKSON RIVER TECH CTR            | 330 | JACKSON RIVER TECH CTR            | Mr. Glenn Spangler    |
| 304 | MASSANUTTEN TECH CTR              | 980 | MASSANUTTEN TECH CTR              | Mr. W. Marshall Price |
| 306 | VALLEY VOCATIONAL TECH            | 631 | VALLEY VOCATIONAL TECH CTR        | Ms. Darla L. Miller   |
| 308 | PRUDEN CTR FOR INDUS/TECH         | 120 | PRUDEN CENTER FOR INDUS/TECH      | Ms. Connie Burgess    |
| 309 | ROWANTY VOCATIONAL TECH CTR       | 10  | ROWANTY VOCATIONAL TECH CTR       | Mr. Tom Cope          |
| 310 | NORTHERN NECK TECHNICAL CTR       | 10  | NORTHERN NECK TECHNICAL CENTER    | Mr. David Ferguson    |
| 311 | AMELIA-NOTTOWAY VOC CTR           | 380 | AMELIA-NOTTOWAY VOC CTR           | Mr. Allen Vernon      |

## Alternative Centers

|     |   |     |   |                       |
|-----|---|-----|---|-----------------------|
| 401 | LYNCHBURG CITY SECONDARY ALTERNATIVE            | 401 | LYNCHBURG CITY SECONDARY ALTERNATIVE            | Ms. Linda Cole        |
| 402 | ENTERPRISE ACADEMY/NEWPORT NEWS CITY            | 402 | ENTERPRISE ACADEMY/NEWPORT NEWS CITY            | Mr. Michael Evans     |
| 403 | TIDEWATER REGIONAL ALTERNATIVE ED PROJECT       | 403 | TIDEWATER REGIONAL ALTERNATIVE ED PROJECT       | Dr. Murrey Ritter     |
| 404 | REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY  | 404 | REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY  | Ms. Caorle Dalton     |
| 405 | TRANSITION SUPPORT RESOURCE CTR/FAIRFAX         | 405 | TRANSITION SUPPORT RESOURCE CENTER/FAIRFAX      | Ms. Shannon Mathney   |
| 406 | PROJECT RETURN/FLUVANNA CO                      | 406 | PROJECT RETURN/FLUVANNA CO                      | Ms. Brenda Gilliam    |
| 407 | ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY    | 407 | ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY    | Mr. Walt Shannon      |
| 408 | PETERSBURG REGIONAL ALTERNATIVE                 | 408 | PETERSBURG REGIONAL ALTERNATIVE                 | Ms. Hazel Hill        |
| 409 | REGIONAL ALTERNATIVE/PITTSLVANIA CO             | 409 | REGIONAL ALTERNATIVE/PITTSLVANIA CO             | Ms. Deborah Powell    |
| 410 | PROJECT RETURN/POWHATAN CO                      | 410 | PROJECT RETURN/POWHATAN CO                      | Mr. Randy Watts       |
| 411 | CROSSROADS ALTERNATIVE/BRISTOL CITY             | 411 | CROSSROADS ALTERNATIVE/BRISTOL CITY             | Ms. Patty Bowers      |
| 412 | METRO RICHMOND ALTERNATIVE ED                   | 412 | METRO RICHMOND ALTERNATIVE ED                   | Mr. Matthew Kreydatus |
| 413 | REGIONAL ALTERNATIVE ED/STAFFORD CO             | 413 | REGIONAL ALTERNATIVE ED/STAFFORD CO             | Mr. Joe Solden        |
| 414 | SOUTHSIDE L.I.N.K. PROJECT/BRUNSWICK CO         | 414 | SOUTHSIDE L.I.N.K. PROJECT/BRUNSWICK CO         | Ms. Nancy Lundy       |
| 415 | REGIONAL ALTERNATIVE ED/KING WILLIAM            | 415 | REGIONAL ALTERNATIVE ED/KING WILLIAM            | Ms. Diana Cappellanti |
| 416 | NEW DOMINION/PRINCE WILLIAM CO                  | 416 | NEW DOMINION/PRINCE WILLIAM CO                  | Ms. Bobette Burgess   |
| 417 | PROJECT BRIDGE/RUSSELL CO                       | 417 | PROJECT BRIDGE/RUSSELL CO                       | Ms. Jamie overby      |
| 418 | REGIONAL ALTERNATIVE/WYTHE CO                   | 418 | REGIONAL ALTERNATIVE/WYTHE CO                   | Mr. Wesley Poole      |
| 419 | THREE RIVERS PILOT PROJECT/YORK CO              | 419 | THREE RIVERS PILOT PROJECT/YORK CO              | Mr. Manuel Dillard    |
| 420 | PIEDMONT ALTERNATIVE SCHOOL                     | 420 | PIEDMONT ALTERNATIVE SCHOOL                     | Mr. Allen Vernon      |
| 421 | NORTHERN NECK REGIONAL ALTERNATIVE ED           | 421 | NORTHERN NECK REGIONAL ALTERNATIVE ED           | Mr. David Ferguson    |
| 422 | SHENANDOAH VALLEY REG ALTERNATIVE ED/GENESIS    | 422 | SHENANDOAH VALLEY REG ALTERNATIVE ED/GENESIS    | Mr. Tim Brown         |
| 423 | BREAKING BARRIERS ALTERNATIVE ED/HENRY CO       | 423 | BREAKING BARRIERS ALTERNATIVE ED/HENRY CO       | Ms. Amy Scott         |
| 424 | CARROLL/GALAX/JOY RANCH REG ALTERNATIVE ED      | 424 | CARROLL/GALAX/JOY RANCH REG ALTERNATIVE ED      | Mr. Wade Meridith     |
| 426 | REGIONAL LEARNING ACADEMY/WISE CO               | 426 | REGIONAL LEARNING ACADEMY/WISE CO               | Mr. Ed Conley         |
| 427 | THE REGIONAL COMMUNITY ALTERNATIVE ED CONTINUUM | 427 | THE REGIONAL COMMUNITY ALTERNATIVE ED CONTINUUM | Mr. Craig Carscallen  |
| 428 | PROJECT RENEW/NORTHAMPTON CO                    | 428 | PROJECT RENEW/NORTHAMPTON CO                    | Jim Cary/Lisa Floyd   |
| 429 | RENAISSANCE/SCOTT CO                            | 429 | RENAISSANCE/SCOTT CO                            | Ms. Jennifer Frazier  |

## Reference Table 9

### Offense Codes Requiring Victim Counts

The offense codes listed in the table below will require a victim count due to the nature of the offense. Therefore, any offense reported using one of these codes must also include the number of victims.

| <b>Offense Code</b> | <b>Name of Offense</b>                                       |
|---------------------|--|
| BA1                 | Assault/Battery With Firearm or Other Weapon Against Staff   |
| BA2                 | Assault/Battery With No Firearm or Weapon Against Staff      |
| BA3                 | Assault/Battery With Firearm or Other Weapon Against Student |
| BA4                 | Assault/Battery With No Weapon Against Student               |
| BA5                 | Malicious Wounding Without a Weapon                          |
| BU1                 | Bullying   |
| EX1/ET1             | Extortion  |
| ET2                 | Attempted Extortion  |
| HO1                 | Homicide Against Staff With Firearm                          |
| HO2                 | Homicide Against Student With Firearm                        |
| HO3                 | Homicide Against Staff With Other Weapon                     |
| HO4                 | Homicide Against Student With Other Weapon                   |
| HR1                 | Harassment, Non-sexual (Physical, Verbal or Psychological)   |
| H1Z                 | Hazing   |
| KI1                 | Kidnapping   |
| RB1                 | Actual Robbery   |
| RB2                 | Attempted Robbery  |
| RO1                 | Robbery  |
| SB1                 | Sexual Battery Against Staff                                 |
| SB2                 | Sexual Battery Against Student                               |
| ST1                 | Stalking   |
| SX0                 | Sexual Harassment  |
| SX1                 | Sexual Offense Offensive Touching Against Staff              |
| SX2                 | Sexual Offense Offensive Touching Against Student            |
| SX3                 | Sexual Offenses Against Staff Forcible Assault               |
| SX4                 | Sexual Offenses Against Student Forcible Assault             |
| SX5                 | Sexual Offenses Against Staff Attempted Forcible Assault     |
| SX6                 | Sexual Offenses Against Student Attempted Forcible Assault   |
| SX7*                | Sexual Offenses Without Force                                |
| SX8                 | Aggravated Sexual Battery                                    |
| TH1                 | Theft Offenses (No Force)                                    |
| TF1                 | Theft/School Property  |
| TF2                 | Theft/Staff Property   |
| TF3                 | Theft/Student Property                                       |
| TF4                 | Possession of Stolen Property                                |
| TH2/TF6             | Theft Offense of a Motor Vehicle                             |
| TI1                 | Threat/Intimidation Against Staff (Physical or Verbal)       |
| TI2                 | Threat/Intimidation Against Student                          |

\* This code may or may not require a victim count depending upon the circumstances.

## Reference Table 10

### DCV Incidents Identifying Persistently Dangerous Schools

Each state receiving funds under the federal *No Child Left Behind Act of 2001* is required to establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school. The Virginia Board of Education's "Unsafe School Choice Option" policy was adopted in May 2002. The Board subsequently approved a Persistently Dangerous Schools Identification Process and Criteria (access at <http://www.doe.virginia.gov/suptsmemos/2003/info86a.pdf>) that establishes thresholds of incidents using data over a three-year period by school divisions in their annual report on discipline, crime, and violence. The chart below lists the three categories of harm and the threshold points or automatic caution assigned to a school if one of the discipline, crime, and violence incidents described in the table occurs in the school.

| Degree of Harm      | Description   | Code | Points Per Incident                       |
|---------------------|---|------|---|
| <b>Category I</b>   | <b>Automatic Caution</b>  |      | <b>One Incident Exceeds The Threshold</b> |
|                     | Homicide-Staff-Firearm  | HO1  |   |
|                     | Homicide-Student-Firearm  | HO2  |   |
|                     | Homicide-Staff-Other Weapon   | HO3  |   |
|                     | Homicide-Student-Other Weapon   | HO4  |   |
|                     | Forcible Sexual Assault Against Student   | SX4  |   |
|                     | Forcible Sexual Assault Against Staff   | SX3  |   |
|                     | Attempted Forcible Sexual Assault Against Student                                       | SX6  |   |
|                     | Attempted Forcible Sexual Assault Against Staff   | SX5  |   |
|                     | Use of a Bomb   | WP7  |   |
| <b>Category II</b>  |   |      | <b>Two Points</b>                         |
|                     | Assault Against Staff with Firearm or Weapon  | BA1  |   |
|                     | Assault Against Student with Firearm or Weapon  | BA3  |   |
|                     | Actual or Attempted Robbery   | RO1  |   |
|                     | Kidnapping/Abduction  | KI1  |   |
|                     | Malicious Wounding without a Weapon   | BA5  |   |
|                     | Aggravated Sexual Battery on a Student  | SX8  |   |
| <b>Category III</b> |   |      | <b>One Point</b>                          |
|                     | Illegal Possession of Handgun   | WP1  |   |
|                     | Illegal Possession of Rifle or Shotgun  | WP2  |   |
|                     | Illegal Possession of Any Other Projectile/Weapon                                       | WP4  |   |
|                     | Illegal Possession of Bomb  | WP6  |   |
|                     | Illegal Possession of Other Firearms  | WP8  |   |
|                     | Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell | DR4  |   |

## Reference Table 11

### DCV Incidents Reported on the Virginia School Report Card

The Virginia School Report Card provides information on student achievement, accreditation, safety, and attendance for the Commonwealth as a whole, for school divisions, and for individual schools. The Report Card, accessed on the Virginia Department of Education Web site (<https://plpe.doe.virginia.gov/pti/>), enables parents and the general public to follow Virginia's progress in achieving the goals of the *No Child Left Behind Act of 2001*. School Safety information on the School Report Card is based on offense and incident types reported to the Virginia Department of Education in the Discipline, Crime, and Violence report which is used as the foundation for the Safe Schools Information Resource (SSIR). The offenses are color coded and also grouped into nine offense categories. Beginning with the 2006-2007 school year, the report card data is based on the school where the incident took place. The following chart illustrates how the data will be reported.

| State – School Safety |                             |                             |           |           |            |
|-----------------------|-----------------------------|-----------------------------|-----------|-----------|------------|
| Offense Category      | 2004-2005                   | 2005-2006                   | 2006-2007 | 2007-2008 | *2008-2009 |
| Related to Weapons    | 2,946                       | 3,144                       | 3,627     | 3,391     | 3,128      |
| Against Student       | 12,860                      | 12,747                      | 13,902    | 10,742    | 10,216     |
| Against Staff         | 4,159                       | 4,290                       | 4,782     | 4,094     | 3,713      |
| Against Person        | 27,207                      | 37,412                      | 55,998    | 54,213    | 52,052     |
| Related to ATOC       | 10,624                      | 11,011                      | 10,787    | 10,254    | 10,935     |
| Related to Property   | 9,216                       | 10,263                      | 11,031    | 7,728     | 6,792      |
| Related to Behavior   | 82,156                      | 62,616                      | 221,889   | 187,080   | 156,645    |
| Technology Offenses   | Category added in 2006-2007 | Category added in 2006-2007 | 7,419     | 9,097     | 11,827     |
| Other Offenses        | 169,321                     | 180,841                     | 56,206    | 51,497    | 45,629     |

\* 2009-2010 data has not been finalized.

## Reference Table 12

### DCV Edit Checks

Edit checks indicate possible errors within the DCV data being submitted by a local school division. Edit checks are designed to provide information to the submitter of data so that he/she can fix the error(s). The edit checks in the following table are in sequence according to the written program.

| DCV Edit Checks  |
|--|
| Student ID is missing  |
| Student ID is not alpha/numeric  |
| Incident division is required  |
| Incident school is required  |
| Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.                                    |
| Missing or invalid grade   |
| Missing or invalid grade for school  |
| Missing Centers reporting  |
| Invalid special education disability   |
| Invalid or missing date - date of birth must be a valid date in the format MM/DD/YYYY  |
| Date of birth out of range - age must be between 0 and 22  |
| Invalid or missing race code   |
| Invalid gender - must be F or M  |
| Missing or invalid date - incident date must be a valid date in the format MM/DD/YYYY  |
| Invalid date - incident date must be between    to_char(v_begin_session_date MM/DD/YYYY)   and   to_char(v_end_session_date MM/DD/YYYY)          |
| Missing incident code  |
| Missing Offense Code 1   |
| Invalid Offense Code 1   |
| BA1 and BA3 offense codes involve a weapon; therefore, a weapon offense (WP0, WP1, WP2, WP4, WP5, WP6, WP7, WP8, WP9, WS1, WT1) must be included |
| Invalid firearms confiscated   |
| Invalid offense code - must have one of the following offenses: WP1, WP2, WP4 ,WP8 when a firearm is confiscated                                 |
| Invalid non-firearms confiscated   |
| Invalid offense code - must have one of the following offenses: WP0, W2P, WP3, WP5, WP6, WP7, WP9, W8P, W9P when a non-firearm is confiscated    |
| Invalid final division discipline/sanction code  |
| Days suspended for Discipline Code 08 must be 0 days   |
| Days suspended for Discipline Code 99 must be 0 days   |
| Days suspended for short-term suspension must be between 1 and 10  |
| Days suspended for long-term suspension must be between 11 and 364   |
| Days suspended for Discipline Code 4 must be 365   |
| Days suspended for Discipline Codes 5 and 6 must be between 1 and 45   |
| Discipline/Sanction Codes 5 and 6 must have special education code   |
| Discipline/Sanction Code 5 must apply to any weapon or drug offense and bodily harm  |

| <b>DCV Edit Checks</b>   |
|--|
| Discipline/Sanction Code 7 must apply to codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, OR DR4   |
| Discipline/Sanction Code 8 must have special education code  |
| Duplicate incident code for the same student   |
| Final division Discipline/Sanction Code 5 may or may not have alternative placement  |
| Days suspended must be between 0 and 364   |
| Weapon offense codes ( WP1, WP2, WP4, WP6, WP7, WP8) or drug offense codes (DR1, DR4) or their subcategories require a final sanction of 4 or 7  |
| All weapon offense codes or all drug offense codes or their subcategories that require a final sanction of 5 (special education student only) will be allowed up to 45 days  |
| Invalid final sanction for offense code  |
| Invalid days suspended - must be between 0 and 365   |
| Invalid victim count - must be a number  |
| Invalid alternative placement  |
| Discipline/Sanction Code 08 may or may not have alternative placement flag of 'N'  |
| Invalid permanent expulsion  |
| Invalid incident time  |
| You have entered (??) offenses attached to incident (XXXX) –maximum number of offenses for an incident is ten.   |
| There are incidents with the same incident code but with different incident dates  |
| There are incidents with the same incident code but with different time stamp code   |
| There are students with same student ID but with different date of birth   |
| There are students with same student ID but with different gender  |
| Incidents with the <b>single</b> offense code A1T (Attendance should only reported if the sanction is Expulsion (4) or with more than one offense code (special education (01) remains the same)                       |
| There are students with same student ID but with different grade   |
| Fighting incidents require two or more students  |
| Duplicate subcategory for exists for the same student ID/incident code   |
| Duplicate offense code or required offense code and an offense from subcategory exists for the same student ID/incident code   |
| Required Offense Codes:<br>(AL1,BA1,BA2,BA3,BA4,BA5,BB1,DR1,DR2,DR3,DR4,DR5,HO1.HO2,HO3,HO4,SB1,SB2,ST1,SX3,SX4, SX5,SX6,SX7,SX8,TI1,WP0,WP1,WP2,WP4,WP5,WP5,WP7,WP8,WP9, W2P)<br>Must be reported to law enforcement. |

## Reference Table 13

### DCV Data Exceptions

\*In one incident where two or more students are fighting and each student is from a different division, each division will report its enrolled student using one incident number shared between divisions. When submitting the final Discipline, Crime, and Violence Report, there must be communication between the divisions. The file for each division will go through the process, but will receive a *warning-success* status. When this *warning-success* status is received, there will be an alert message that will indicate to the division that it cannot print the division's completed verification report for signature until both divisions have submitted completed information.

\*\*For questions about special education, please contact Paul Raskopf at 804-225-2080 or [paul.raskopf@doe.virginia.gov](mailto:paul.raskopf@doe.virginia.gov).

| <b>DCV Data Exceptions</b>   |   |  |
|--|---|--|
| <b>Firecrackers, Fireworks, Stink Bombs</b>                        | W9P                                       | Because these items will involve the confiscation of a non-firearm, the three-digit code must be entered.  |
| <b>Box Cutters, Razor Blades</b>                                   | W8P                                       | Because these items will involve the confiscation of a non-firearm, the three-digit code must be entered.  |
| <b>Change from non-disabled to disabled status**</b>               | Any special education code                | Some students, who start the year as non-disabled, may be identified as disabled at some point in the year. Data on incidents involving these students should include the disability category following their change in status. This should not generate an error check. |
| <b>Change in the Special Education Disability Classification**</b> | Any special education code                | If a student has been classified with one disability at the beginning of the year and the disability classification is changed in the middle of the year, the file will be accepted.   |
| <b>Fighting*</b>   | FA2                                       | The code may involve two or more students per incident. The code can be a match for one incident with two students.  |
| <b>Date Range for School Year</b>                                  | Tab Delimited Submission                  | NOTE: The school year begins on June 20, 2010, and ends on June 19, 2011. Any incidents that occur after June 19, 2011, will be recorded on the next school year report (2011-12).   |
| <b>Victim Count</b>  | Any offense code requiring a victim count | Victim Counts apply ONLY to specific offense codes. No other offense codes will have victims. See Reference Table 9. Offense Codes Requiring Victim Counts.  |
| <b>Warning-Successful</b>  | Status tracking notice                    | "Warning-Successful" found in Status Tracking has changed meaning. Your file may still have errors that need editing.  |
| <b>New Edit Check</b>  | Law Enforcement                           | Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.  |

## Reference Table 14

### Crosswalk – All Offenses 20010-2011

| <b>EDIT CHECK CROSSWALK<br/>FOR ALL OFFENSE CODES</b>                |              |                       |                                     |                              |  |                               |         |             |                                    |                                  |
|--|--------------|-----------------------|-------------------------------------|------------------------------|--|-------------------------------|---------|-------------|------------------------------------|----------------------------------|
| Offense Term   | Offense Code | Requires Victim Count | Requires More Than One Offense Code | Must Use Sanction 4, 5, or 7 | If Sanction Is 99 do not include in DCV submission | Must Include a Weapon Offense | Firearm | Non-Firearm | Must Have a "Y" in Law Enforcement | Must Have More than One Offender |
| Attendance   | A1T          |                       | <b>✓ except for (sac. 1 or 4)</b>   |                              | ✓  |                               |         |             |                                    |                                  |
| Alcohol-AC1, AC2, AC3  | AL1          |                       |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Arson  | AR1          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Battery Against Staff/with Weapon                                    | BA1          | ✓                     | ✓                                   |                              |  | ✓                             |         |             | ✓                                  |                                  |
| Battery Against Staff  | BA2          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Battery Against Student/with Weapon                                  | BA3          | ✓                     | ✓                                   |                              |  | ✓                             |         |             | ✓                                  |                                  |
| Battery Against Student  | BA4          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Malicious Wounding   | BA5          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| School Threat  | BB1          |                       |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Breaking and Entering  | BR1          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Bullying   | BU1          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Beepers  | C1M          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Cellular Phones  | C2M          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Electronic Devices   | C3M          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Disrespect   | D1C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Defiance   | D2C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Disruptive Demonstration   | D3C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Obscene/Disruptive Literature  | D4C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Over the Counter Med/Use   | D4G          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Classroom Disruption   | D5C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Possession of over the Counter Medicine                              | D5G          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Obscene language/gestures  | D6C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Sale/Distribution. of over the Counter Medicine                      | D6G          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Minor Insubordination  | D8C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Possession of Inhalants💡   | D15          |                       |                                     |                              |  |                               |         |             |                                    |                                  |
| Use of Inhalants💡  | D16          |                       |                                     |                              |  |                               |         |             |                                    |                                  |
| Possession and Use of Schedule I & II Drugs-DG1, DG2, DG7, DG8, D20, | DR1          |                       |                                     |                              |  |                               |         |             | ✓                                  |                                  |

## EDIT CHECK CROSSWALK FOR ALL OFFENSE CODES

| Offense Term  | Offense Code | Requires Victim Count | Requires More Than One Offense Code | Must Use Sanction 4, 5, or 7 | If Sanction Is 99 do not include in DCV submission | Must Include a Weapon Offense | Firearm | Non-Firearm | Must Have a "Y" in Law Enforcement | Must Have More than One Offender |
|---|--------------|-----------------------|-------------------------------------|------------------------------|--|-------------------------------|---------|-------------|------------------------------------|----------------------------------|
| Possession and Use of Look-alike Drugs- D17   | DR2          |                       |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Theft and Attempted Theft of Prescription Drugs                                     | DR3          |                       |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Sale and Distribution of Schedule I & II Drugs, Steroid, and Marijuana- DG3,DG9,D19 | DR4          |                       |                                     | ✓                            |  |                               |         |             | ✓                                  |                                  |
| Use, Possession and Distribution of Drug Paraphernalia- D10,D11,D12                 | DR5          |                       |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Extortion-ET1, ET2  | EX1          | ✓                     |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Altercation   | F1T          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Fighting w/o Injury   | FA2          |                       |                                     |                              | ✓  |                               |         |             |                                    | ✓                                |
| Gambling  | G1B          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Gang Activity   | GA1          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Hazing  | H1Z          | ✓                     |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Harassment  | HR1          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Homicide  | HO1,2,3,4    | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Kidnapping  | KI1          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Robbery Using Force- RB1, RB2   | RO1          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Inciting a Riot   | RT1          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Inappropriate Personal Property   | S1V          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Misrepresentation   | S2V          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Other School Violations   | S3V          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |
| Sexual Battery/Staff  | SB1          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Sexual Battery/Student  | SB2          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Stalking  | ST1          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Sexual Harassment   | SX0          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Offensive Sexual Touching/Staff   | SX1          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Offensive Sexual Touching/Student   | SX2          | ✓                     |                                     |                              |  |                               |         |             |                                    |                                  |
| Sexual Assault Staff  | SX3          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Sexual Assault Student  | SX4          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Attempted Sexual Assault Staff  | SX5          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Attempted Sexual Assault Student  | SX6          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Sexual Offense without Force ( <i>*May or may not have victim count.</i> )          | SX7          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Aggravated Sexual Battery   | SX8          | ✓                     |                                     |                              |  |                               |         |             | ✓                                  |                                  |
| Unauthorized Use of Technology  | T1C          |                       |                                     |                              | ✓  |                               |         |             |                                    |                                  |

## EDIT CHECK CROSSWALK FOR ALL OFFENSE CODES

| Offense Term   | Offense Code | Requires Victim Count | Requires More Than One Offense Code | Must Use Sanction 4,5, or 7 | If Sanction is 99 do not include in DCV submission | Must Include a Weapon Offense | Firearm | Non-Firearm | Must Have a "Y" in Law Enforcement | Must Have More than One Offender |
|--|--------------|-----------------------|-------------------------------------|-----------------------------|--|-------------------------------|---------|-------------|------------------------------------|----------------------------------|
| Causing Damage to computer   | T2C          |                       |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Violation of Acceptable Use Policy                                 | T3C          |                       |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Bringing Tobacco Paraphernalia to School                           | T4B          |                       |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Violation of the Internet Policy                                   | T4C          |                       |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Tobacco Products   | TB1          |                       |                                     |                             |  |                               |         |             |                                    |                                  |
| Theft-TF1,2,3,4  | TH1          | ✓                     |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Theft of a Motor Vehicle-TF6                                       | TH2          | ✓                     |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Threat of Staff  | TI1          | ✓                     |                                     |                             |  |                               |         |             | ✓                                  |                                  |
| Threat of Student  | TI2          | ✓                     |                                     |                             |  |                               |         |             |                                    |                                  |
| Trespassing  | TR1          |                       |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Vandalism  | VA1          |                       |                                     |                             | ✓  |                               |         |             |                                    |                                  |
| Possession of a Toy or Look-alike Gun                              | W3P          |                       |                                     |                             | ✓  |                               |         | ✓           |                                    |                                  |
| Possession Razor Blades, Box Cutters, knife (3 less than 3 inches) | W8P          |                       |                                     |                             | ✓  |                               |         | ✓           |                                    |                                  |
| Possession of Fireworks  | W9P          |                       |                                     |                             | ✓  |                               |         | ✓           |                                    |                                  |
| Possession of Chemical Substance                                   | W2P          |                       |                                     |                             |  |                               |         | ✓           |                                    |                                  |
| Possession of a BB Gun   | WP0          |                       |                                     |                             |  |                               |         | ✓           | ✓                                  |                                  |
| Possession of a Handgun  | WP1          |                       |                                     | ✓                           |  |                               | ✓       |             | ✓                                  |                                  |
| Possession of a Shotgun/Rifle                                      | WP2          |                       |                                     | ✓                           |  |                               | ✓       |             | ✓                                  |                                  |
| Possession of Weapon that Expels a Projectile                      | WP4          |                       |                                     | ✓                           |  |                               | ✓       |             | ✓                                  |                                  |
| Possession of Knife More Than Three Inches                         | WP5          |                       |                                     |                             |  |                               |         | ✓           | ✓                                  |                                  |
| Possession of Explosive Device                                     | WP6          |                       |                                     | ✓                           |  |                               |         | ✓           | ✓                                  |                                  |
| Use of a Bomb  | WP7          |                       |                                     | ✓                           |  |                               |         | ✓           | ✓                                  |                                  |
| Possession of Other Firearm  | WP8          |                       |                                     | ✓                           |  |                               | ✓       |             | ✓                                  |                                  |
| Possession of Other Weapon   | WP9          |                       |                                     |                             |  |                               |         | ✓           | ✓                                  |                                  |
| Possession of Stun gun   | WS1          |                       |                                     |                             |  |                               |         | ✓           |                                    |                                  |
| Possession of Taser  | WT1          |                       |                                     |                             |  |                               |         | ✓           |                                    |                                  |
| Possession of Ammunition   | W1P          |                       |                                     |                             | ✓  |                               |         | ✓           |                                    |                                  |

## Reference Table 15

### Crosswalk – Specific Offenses 2010-2011

| <b>EDIT CHECK CROSSWALK<br/>FOR SPECIFIC OFFENSE CODES</b>                         |              |                       |                                     |                              |                               |         |             |                                    |                                  |
|--|--------------|-----------------------|-------------------------------------|------------------------------|-------------------------------|---------|-------------|------------------------------------|----------------------------------|
| Offense Term   | Offense Code | Requires Victim Count | Requires More Than One Offense Code | Must Use Sanction 4, 5, or 7 | Must Include a Weapon Offense | Firearm | Non-Firearm | Must Have a "Y" in Law Enforcement | Must Have More than One Offender |
| Alcohol-AC1,AC2, AC3   | AL1          |                       |                                     |                              |                               |         |             | ✓                                  |                                  |
| Attendance   | A1T          |                       | ✓ <b>except for (sac. 1 or 4)</b>   |                              |                               |         |             |                                    |                                  |
| Battery Against Staff/with Weapon  | BA1          | ✓                     | ✓                                   |                              | ✓                             |         |             | ✓                                  |                                  |
| Battery Against Staff  | BA2          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Battery Against Student/with Weapon  | BA3          | ✓                     | ✓                                   |                              | ✓                             |         |             | ✓                                  |                                  |
| Battery Against Student  | BA4          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Malicious Wounding   | BA5          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| School Threat  | BB1          |                       |                                     |                              |                               |         |             | ✓                                  |                                  |
| Bullying   | BU1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Possession and Use of Schedule I & II Drugs-DG1,DG2,DG7,DG8,D20,                   | DR1          |                       |                                     | ✓                            |                               |         |             | ✓                                  |                                  |
| Possession and Use of Look-alike Drugs-,D17  | DR2          |                       |                                     |                              |                               |         |             | ✓                                  |                                  |
| Theft and Attempted Theft of Prescription Drugs                                    | DR3          |                       |                                     |                              |                               |         |             | ✓                                  |                                  |
| Sale and Distribution of Schedule I & II Drugs, Steroid, and Marijuana-DG3,DG9,D19 | DR4          |                       |                                     | ✓                            |                               |         |             | ✓                                  |                                  |
| Use, Possession and Distribution of Drug Paraphernalia-D10,D11,D12                 | DR5          |                       |                                     |                              |                               |         |             | ✓                                  |                                  |
| Extortion-ET1, ET2   | EX1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Fighting w/o Injury  | FA2          |                       |                                     |                              |                               |         |             |                                    | ✓                                |
| Hazing   | H1Z          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Harassment   | HR1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Homicide   | HO1,2,3,4    | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Kidnapping   | KI1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Robbery Using Force-RB1, RB2   | RO1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Sexual Battery/Staff   | SB1          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Sexual Battery/Student   | SB2          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Stalking   | ST1          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Sexual Harassment  | SX0          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |

## EDIT CHECK CROSSWALK FOR SPECIFIC OFFENSE CODES

| Offense Term   | Offense Code | Requires Victim Count | Requires More Than One Offense Code | Must Use Sanction 4, 5, or 7 | Must Include a Weapon Offense | Firearm | Non-Firearm | Must Have a "Y" in Law Enforcement | Must Have More than One Offender |
|--|--------------|-----------------------|-------------------------------------|------------------------------|-------------------------------|---------|-------------|------------------------------------|----------------------------------|
| Offensive Sexual Touching/Staff  | SX1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Offensive Sexual Touching/Student  | SX2          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Sexual Assault Staff   | SX3          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Sexual Assault Student   | SX4          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Attempted Sexual Assault Staff   | SX5          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Attempted Sexual Assault Student   | SX6          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Sexual Offense without Force ( <i>*May or may not have victim count.</i> ) | SX7          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Aggravated Sexual Battery  | SX8          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Theft-TF1,2,3,4  | TH1          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Theft of a Motor Vehicle-TF6   | TH2          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Threat of Staff  | TI1          | ✓                     |                                     |                              |                               |         |             | ✓                                  |                                  |
| Threat of Student  | TI2          | ✓                     |                                     |                              |                               |         |             |                                    |                                  |
| Possession of a Toy or Look-alike Gun                                      | W3P          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |
| Possession of Chemical Substance   | W2P          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |
| Possession of a BB Gun   | WP0          |                       |                                     |                              |                               |         | ✓           | ✓                                  |                                  |
| Possession of a Handgun  | WP1          |                       |                                     | ✓                            |                               | ✓       |             | ✓                                  |                                  |
| Possession of a Shotgun/Rifle  | WP2          |                       |                                     | ✓                            |                               | ✓       |             | ✓                                  |                                  |
| Possession of Weapon that Expels a Projectile                              | WP4          |                       |                                     | ✓                            |                               | ✓       |             | ✓                                  |                                  |
| Possession of Knife More Than Three Inches                                 | WP5          |                       |                                     |                              |                               |         | ✓           | ✓                                  |                                  |
| Possession of Explosive Device   | WP6          |                       |                                     | ✓                            |                               |         | ✓           | ✓                                  |                                  |
| Use of a Bomb  | WP7          |                       |                                     | ✓                            |                               |         | ✓           | ✓                                  |                                  |
| Possession of Other Firearm  | WP8          |                       |                                     | ✓                            |                               | ✓       |             | ✓                                  |                                  |
| Possession of Other Weapon   | WP9          |                       |                                     |                              |                               |         | ✓           | ✓                                  |                                  |
| Possession of Stun gun   | WS1          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |
| Possession of Taser  | WT1          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |
| Possession of Ammunition   | W1P          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |
| Possession Razor Blades, Box Cutters, knife (3 less than 3 inches)         | W8P          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |
| Possession of Fireworks  | W9P          |                       |                                     |                              |                               |         | ✓           |                                    |                                  |