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

Virginia Department of Education

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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 school division 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 the:

- Local Education Agency (LEA) personnel responsible for collecting discipline, crime, and violence data;
- The LEA administrator or DCV Coordinator responsible for the school division's submission of the annual DCV Report to VDOE;
- The LEA administrators responsible for using DCV data to recommend programs and policies; and
- 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.

The major content of the guide is organized into four 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 File Submission Method for Divisions and Regional Programs***–Includes detailed technical information about submitting DCV data using a file submission method.

- ***The Web Application Submission Method for Division and Regional Programs***–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.

Discipline, Crime, and Violence Data Reporting: Background Information

I. INTRODUCTION TO DCV REPORTING

A. Statutory Requirements and Purposes of DCV Data Collection

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. This report provides safety indicators for Virginia's School Performance Report Card. 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 or would be an adult misdemeanor…."

Persistently dangerous schools are identified by this data for Virginia's Unsafe School Choice Option Policy required by the federal ESSA Act of 2015 (formerly the *No Child Left Behind Act of 2001)* (NCLB), which states: "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 NCLB requires that all states have a system of identifying unsafe schools and ensuring that all children have the option of attending a safe school.

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 federal *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 IDEA requires reporting suspensions and expulsion of students with disabilities. The OSEP requires the reporting of in-school suspensions for all disabled students, and any permanent change in placement.

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 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 student information system 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 may choose to enter manually discipline data directly into the VDOE database. 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.

In school year 2010-2011, VDOE made a criteria change for counting all offenses. The offense codes have always been divided into two categories, mandatory and non-mandatory. A table was created to identify these offense codes (See Table 13).

The non-mandatory offenses that resulted in sanctions of "99" (other than out-of-school suspensions and sanction 01 in-school suspension for special education students) were excluded from the count. As of the 2016-2017 school year sanction 01 will be collected for all students. Previously, these non-mandatory offense codes were part of the count at the discretion of the division. To allow for consistency across all reports, the non-mandatory offenses that result in a "99" sanction will not be loaded as part of the submitted data. This decision altered the total counts, which showed a decrease in incidents and offenses for the *2010-2011 Annual Report.*

According to the *Code of Virginia* (§22.1-279.3:1) "The principal or his designee shall submit a report of all incidents required to be reported pursuant to this section….The principal or his designee shall also notify the parent of any student involved in an incident….A principal shall report that the incident has been reported to local law enforcement as required by law…. In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests or charges as recorded by law-enforcement authorities and required to be reported by such authorities…."

The DCV reporting process is a self-reporting system. The division superintendent is required to verify the accuracy of data submitted, and the VDOE makes every effort to accurately report 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 and with the provisions of the Uniform Management Information Reporting System (UMIRS), part of the *NCLB* replaced by the ESSA Act of 2015. Definitions of offenses are included in this guide in Reference Table 1. 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. Appropriate Uses of Data

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.

E. Regional Centers/Programs Submission of Data

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

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

1. The Web Application Submission Method- each incident is entered into a DCV Web form in the DCV application (single data entry); and

2. The File Submission Method- a tab-delimited file created from a student information system or an Excel spreadsheet and then submitted through the DCV application within SSWS.

The regional centers/programs will use the following procedure to submit data:

1. Identify the Single Sign-on for Web Systems (SSWS) Account Manager. If one has not been established, the regional center/program must assign this person and secure an account from VDOE. For SSWS assistance, contact the Educational Applications Manager, Susan M. Williams at VDOE (804) 225-4112.

2. Gain access to the (SSWS) Web site by contacting the SSWS Account Manager for regional centers/programs.

3. Obtain student demographics from the enrolled school division as follows:
    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 DCV data which can be found at the following link: http://www.doe.virginia.gov/info_management/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, and
d. Spreadsheet Template and Instructions for Regional Center/Programs reporting

NOTE: Section VI provides detailed instructions for reporting of data for the regional centers/programs.

F. 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 *Revised 2015 Student Code of Conduct Policy Guidelines* (Superintendent's Memo No. 060-15, March 20, 2015) provides school boards with information related to the suspension and expulsion of students. Suspension and expulsion are defined as follows:

Suspensions are defined in §22.1-277.04 and .05 of the *Code of Virginia* as any disciplinary action whereby a student is not permitted to attend school, but fewer than 365 days.

- Short-term suspension involves one to ten days.

    - SB170 prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in **preschool through grade three from being suspended for more than three school days or expelled from attendance at school** unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist.

- Long-term suspension means any disciplinary action whereby a student is not permitted to attend school for *11 to 45 school* days, unless they meet aggravating circumstances. (See aggravating circumstance definition).

    - HB 1600: Reduces the maximum length of a long-term suspension from 364 calendar days to 45 school days. The bill permits a long-term suspension to extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the school board or division superintendent or his designee finds that aggravating circumstances exist

Discipline Action	**Definition (Number of Days)**	**Notes**
Short-term Suspension (STS)	10 days or fewer	Preschool – 3rd grade = 1-3 days; unless aggravating circumstances exist
Long-term Suspension (LTS)	11- 45 days	Can be greater than 45 school-day period, not to exceed 364 calendar days, if determined aggravating circumstances exist
Expulsion (EX)	365 days	

Suspension, expulsion, or both, may be used as disciplinary measures when local school authorities determine that such action meets the following suspension or expulsion 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; and
- 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

G. Data Reporting Requirements for Students with Disabilities

Data on students with disabilities receiving disciplinary sanctions must be collected from school divisions by the Virginia Department of Education (VDOE) in order for VDOE to meet reporting requirements under the *Individuals with Disabilities Education Act of 2004 (*IDEA*).* The VDOE is required to report data for children with disabilities by race, ethnicity, limited English proficiency (LEP) status, gender, and disability category when these students have been removed from their educational placement for disciplinary purposes, including in-school suspensions, out-of-school suspension, expulsion, removal by school personnel to an interim alternative setting for certain drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to self or others.

Expulsions include removals resulting from violations of the *Gun Free Schools Act* that are modified to less than 365 days.

- Out-of-school suspensions include instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, or behavior center).
- This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IEP.

The only instances in which a division would not report a disciplinary sanction for a student with a disability would be in which no action was taken because the placement and IEP were not changed or for a Permanent Change in Placement.

H. Permanent Change in Placement for Students with Disabilities

In accordance with federal regulations,

- "IEP Permanent Change in Placement" means that, following a disciplinary offense,

- the IEP team meets and determines that the child's current placement is not the least restrictive environment and revises the placement decision reflected in the IEP.

- A permanent change in placement is defined as an IEP change that is intended to extend beyond the period of any disciplinary action.

- When a special education student becomes involved in a discipline incident that results in a permanent change in placement, this information must be reported on the DCV annual report.

- Upon the completion of the manifestation hearing, and revision of the IEP, the student information system must reflect this permanent change in placement.

- The decision for an alternative placement (i.e., alternative school, separate facility) as part of the permanent change and is determined by the IEP team based on the individual needs of the student.

In recording this incident in the DCV report,

- **the total sanction** would be the reflection of the days removed from school at the incident date (beginning with the first day of suspension), up to the time of the permanent change in placement.
- If there were no days from incident date to permanent change in placement, a "99" sanction would be used with no days. When recording the permanent change in placement, place a "Y" for "Yes" in the new field. This field must contain a "Yes" or "No."

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

- "In-School Suspension" involves 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.
- By federal definition, 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.
- In-school suspensions of students with disabilities that are administered as part of a Behavioral Intervention Plan (BIP) <u>are to be reported</u>.
- Sanction Code 01 will be used for reporting all in school suspensions. The disability code will still be required 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 <u>less than a half day</u> does not have to be reported.

<u>NOTE:</u>

Data reported in the Discipline, Crime, and Violence collection are also used by the VDOE to meet its Special Education State and Federal Performance Plan/Annual Performance Report (SPP/APR) reporting requirement to determine whether a school division has a significant discrepancy in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs; and whether a school division has a significant discrepancy, by race or ethnicity, in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs. These calculations are made using one of the following comparisons:

- The rates of suspensions and expulsions for children with IEPs among LEAs within the state; or
- The rates of suspensions and expulsions for children with IEPs compared to their nondisabled peers within the LEAs.

J. Persistently Dangerous Schools

Each state receiving funds under the federal *ESSA Act of 2015* must establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school (Superintendent's Memo No. 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. For further information, see the Reference Section of this guide for Protocol for Automatic Caution Offenses.

K. 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 *ESSA Act of 2015*. 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.

L. 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 may report to the local law enforcement agency any incident described in clause (i) of subsection A.

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 1 for Offense Codes identifying those offenses that must be reported to law enforcement. The total offenses that are reported to law enforcement will be noted on the signature page of the DCV verification report.

Code Requirements for Drug and Weapons Offenses:

Section §22.1-277.07 of the Code of Virginia, permits, but does not require, the expulsion of any student determined to possess a firearm, destruction device, a firearm muffler or firearm silencer, or a pneumatic gun on school property or at a school-sponsored activity.

Section §22.1- 277.08 of the Code of Virginia, permits, but does not require, the expulsion of students who bring a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored event. In addition, in the cases of weapons or drugs, school administrators, pursuant to school board policy, and school boards may consider factors listed in §22.1-277.06 in determining special circumstances and may conclude that no disciplinary action or a disciplinary action other than expulsion is appropriate. This requirement has been removed from the edit checks and crosswalk. For further reference see the Student Code of Conduct Policy Guidelines found at http://www.doe.virginia.gov/boe/guidance/safety/student_conduct.pdf.

M. Reporting of Offenses with Sanction "99"

An additional table has been added to identify offense classifications (Reference Table 13). There are two columns: Column I identifies the offense codes that must be reported regardless of sanction. Column II identifies the offense codes with a disciplinary code of "99" which does not need to be extracted for submission to VDOE. In order to accommodate all the divisions, VDOE has created an internal edit that will automatically remove the offense codes that are in column II and give a count of the total number that have been removed on the verification report.

II. 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 Elements

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.

DCV Data Elements	
1	**Record Type** The record type for all records is "B."
2	**Student Identifier- Non-Student Identifier-NS** 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. If the offender is not enrolled in any Virginia public PK-12 school, report the individual as a non-student.
3	**Unknown Identifier-UN** If an incident occurs and the offender is not known, indicate an unknown individual. This includes incidents that involve teachers, principals, and staff members.
4	**Enrolled Division Number** 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.
5	**Enrolled School Number** 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.

DCV Data Elements	
6	**Incident Division Number** A state-assigned three-digit division number for the school division where the incident occurred.
7	**Incident School Number** A state-assigned four-digit school number for the school where the incident occurred.
8	**Grade** A students 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.
9	**Disability Code** A unique code to identify students with disabilities according to the two-digit disability number that is provided. Students served under a 504 plan are not included, and are not used for IDEA reporting. See Reference Table 5: Disability Codes.
10	**Student's Date of Birth** The date of birth (up to age 19 for regular education students and 22 for special education students with IEP) 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.
11	**Hispanic Question** Under Hispanic question "Y" for "Yes" or "N" for "No" for the question concerning Hispanic as an identification for race.
12	**Racial/Ethnic Code** 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.
13	**Gender** The gender code of "F" for female and "M" for male is to be used. It may be left blank for non-students and unknown offenders.
14	**Incident Date** The date that the incident occurred should be entered as mm/dd/yyyy. The date is required for reporting all incidents.
15	**Incident Code** A unique code of not more than ten characters, locally assigned within a school division to identify **an incident.** 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

DCV Data Elements	
	student has more than one offense on different dates, use a different incident code for each incident. See Reference Table 1 for offense codes.
16	**Offense Code 1 through Offense Code 3** 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).
17	**Number of Firearms Confiscated** 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 there are multiple students involved, the count should be reported for only one of the students.
18	**Number of Non-Firearm Weapons Confiscated** 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.
19	**Final Division Discipline or Sanction** "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 Reference Tables 12 and 13, Crosswalk for Offense Codes.
20	**Number of Days Suspended or Expelled** 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 2: Sanctions/Days Codes.
21	**Number of Victims** 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 8: Codes Requiring Victim Counts.
22	**Alternative Placement** 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

DCV Data Elements	
	education program as a result of this incident. This applies to students with and without disabilities. Place "Y" for "Yes" or "N" for "No." Do not leave blank.
23	**Expulsion** 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 "Y" for "Yes" or "N" for "No." Do not leave blank.
24	**Time Element** 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.
25	**Limited English Proficiency** This field is necessary in order that each student can be identified according to his/her English proficiency. Place a "Y" for "Yes" or "N" for "No." Do not leave blank.
26	**Law Enforcement Notification** 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" for "Yes" or "N" for "No." Those offense codes that require law enforcement notification are noted on Reference Table 1.
27	**Permanent Change in Placement** When a special education student becomes involved in a discipline incident that results in a permanent change in placement, this information must be reported on the DCV annual report. Upon the completion of the manifestation hearing, and revision of the IEP, the data within the student information database must reflect this permanent change in placement by placing a "Y" for "Yes" in the new field or an "N" for "No" change in placement.
28	**Providing Educational Services** This reflects that the student upon suspension or expulsion is receiving educational services during that time period. The field must contain a "Y" for "Yes" or "N" for "No."
29	**Law Enforcement Charges Filed** If an incident results in charges being filed, the field must contain a "Y" for "Yes" or "N" for "No." Those offense codes that require law enforcement notification are arrestable offenses and are noted on Reference Table 1.
30	**Aggravating Circumstances** If the offense involved physical harm or credible threat of physical harm to others or the local school board or the division superintendent or his designee finds that aggravating circumstances exist, place a "Y" for "Yes" or "N" for "No." Do not leave blank. See page 21 for aggravating circumstances full definition.

B. Data Collection Recommendations

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

Recommended Strategies for DCV Data Collection	
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 on pp. 45-46 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	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, one person must be responsible for tracking the disposition of the disciplinary action.
7	Create a decision making review team at the division level to examine the DCV data to ensure accuracy and consistency in reporting data.
8	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.

Expanded definitions of specific elements	
1	**Incident** An incident is the event itself (such as a fight) that may involve one or more student offenses.
2	**Offense** 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.
3	**One incident, one report** 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.
4	**One incident with several offenses** If more than one offense is part of a single incident, both the single incident and multiple offenses shall be reported.
5	**Incident-based reporting** All data collected shall reflect incident-based reporting. 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.
6	**Incidents at off-campus, school-sponsored events** 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. The student's home school is responsible for reporting the incident. However, the enrolled division number and enrolled school number will fall under the student's home school, but if the incident did not happen at the home school, the incident enrolled division number and the incident school number will be where the incident took place.
7	**Incidents on school grounds 365 days a year/24 hours a day/7 days a week** All incidents occurring on school grounds, 365 days a year, 24 hours a day, 7 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 not count against the incident school in determining the persistently dangerous school threshold points.*
8	**Incidents in alternative education, Governor's schools, special education, career/ technical or regional centers** Incidents that occur in regional centers/programs are 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 is the regional center number. The "incident school" number is the school number for the regional center.

Expanded definitions of specific elements	
9	**Incidents on school transportation** 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).
10	**Incidents that occur during detention such as in-school, after-school, or Saturday school** These incidents (if they involve a required code) must be reported, regardless of sanction.
11	**Incidents resulting in suspension or expulsions** All incidents resulting in out-of-school suspension or expulsion must be reported, regardless of sanction.
12	**Offense Codes** 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. 46-60.
13	**Time Period** All data will be collected for a 365-day period beginning approximately with June 20 through the submission date of the following school year.
14	**Primary Offense** A primary offense is the most important offense that is responsible for the student receiving a disciplinary sanction. The primary offense must be listed as Offense Code 1.
15	**Shared Incident Codes** 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.
16	**Providing Education Services** Student is receiving educational service offered by the local education agency (LEA), e.g. homebound instruction, online instruction, placement in an alternative education setting.
17	**Law Enforcement Charges Filed** Files were charged against the student as a result of the offense that required a law enforcement notification.

Expanded definitions of specific elements	
18	**Aggravating Circumstances (Supt's Memo 291-18)** i. That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or ii. That a student's presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or iii. That a student engaged in a serious offense that is: a) persistent (repeated similar behaviors are documented on the student's disciplinary record), and b) unresponsive

C. Data Submission Methods

DCV data is entered at the school level in a student information system. The division is then responsible for submitting the information to the Virginia Department of Education's data management system. There are currently two methods for submitting DCV data:

- The File Submission Method for Divisions and Regional Programs—a method in use since 1998 that involves the uploading of an electronic file (the preferred method for submission); and

- The Web Application Submission Method for Divisions and Regional Programs —a method available 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.

A division must decide on ONE method for data collection: (1) the file submission method or (2) the Web application submission method. These two systems cannot be mixed. If data is edited manually in Web submission collection application, it will delete any file data or vice-versa.

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. The 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.

D. Data Verification

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 10, DCV Edit Checks. In 2010-11 at the end of the verification report, a number was included beside the records and offense codes that were not loaded. 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.

On the superintendent's signature page of the verification report there are two data boxes. The first box involves the law enforcement counts, and the second box gives the Permanent Change in Placement counts for that reporting year. The verification report will also show the division total of the number of incidents reported to law enforcement.

Since the change in counts for non-mandatory offenses with "99" sanction, the verification report gives an accounting of the total number of "99s" that were submitted but not loaded into the system. This statement is at the end of the verification report.

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 follows the chart.

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

	File Submission Method **Student Information System File Extraction**	**Web Submission Method** **Single Data Entry**
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 for Web System (SSWS) portal. This system is described in a later section of this guide.
Data Submission to VDOE	Data from a division's student information system must 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 portal. It may be submitted monthly, every nine weeks, or yearly. **PLEASE NOTE: Each time the file is submitted, it will <u>overwrite</u> the previous data.**	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, and the status tracking report gives a "Successful," or "Warnings Successful," a sample verification report may be generated by clicking the link "Verification Report." This sample will not have a signature page. The user can generate the final verification report by clicking on the "Completed Data Entry Form" link provided there are no	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

	File Submission Method Student Information System File Extraction	Web Submission Method Single Data Entry
	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.	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 File Submission Method For Divisions and Regional Programs

III. FILE SUBMISSION PROCEDURES

A. Basic Process for the File Submission Method

The division and regional program is responsible for submitting the DCV file to VDOE. Individual schools are not permitted to submit a DCV file. The File Submission Method allows divisions and regional programs to enter data on DCV incidents directly into their division's student information system (e.g., Power School, Star Base). The division then periodically extracts data from the division's system and uploads it to the VDOE 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. A tab-delimited file may be submitted to VDOE 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 division data. All division data is entered in the division's data collection system. If there are any errors, they should be corrected in the division's database before generating a file for VDOE.

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.

For further instructions regarding procedures for file submission, please reference the DCV submission procedures power point which can be downloaded from the following Web site: http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/.

B. 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. The 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.

C. File Layout for a Tab-Delimited File

1. Division Header and A Record Requirement

Division Header Records (must include all records as indicated)
SenderID=<3-digit division number of division submitting file>

Division Header Records (must include all records as indicated)		
CreateDate=<current date in mm/dd/yyyy format>		
CreateTime=<current time in hh:mm:ss format>		
E-MAIL=<sender's e-mail address>		
DATATYPE=DISCIPLN		
"A" Record – Fixed Length		
Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	F Four-digit year for beginning of school, 2014
3	Division Number	L Leading zeroes must be included, i.e., 005
ADISCIPLIN2014XXX (XXX=the three digit division number)		

2. Regional Program Header and A Record Requirements

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.

Regional Program Header Records (must include all records as indicated)		
SenderID=< 3- digit for the regional program no. >		
CreateDate=<current date in mm/dd/yyyy format>		
CreateTime=<current time in hh:mm:ss format>		
E-MAIL=<sender's e-mail address>		
DATATYPE=DISCIPLN		
"A" Record – Fixed Length		
Maximum Field Length	**Field Name**	**Field Acceptable Values**
1	Record Type	Constant = A

Regional Program Header Records (must include all records as indicated)		
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	F Four-digit year for beginning of school, 2014
3	Division Number	L Leading zeroes must be included, i.e., 005
ADISCIPLN2014XXX (XXX= the three digit regional program number)		

3. Division and Regional Program B Record Requirements

"B" Record - Tab-Delimited (31 Columns) Student/Incident Information		
Maximum Field Length	**Field Name**	**Field Acceptable Values**
1	Record Type	Constant = B
12	Unique Student Identifier	Unique identifier for each student within a school division; NS=Non-Student 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/Regional Program # where incident occurred 001-999
4	Incident School Number	School/Regional Program # where incident occurred 0001-9999
2	Grade	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
2	Special Education Disability	03=MD-Multiple Disabilities 04=OI-Orthopedic Impairments 05=VI -Visual Impairments 06 =HI-Hearing Impairments

"B" Record - Tab-Delimited (31 Columns) Student/Incident Information		
		07=SLD-Specific Learning Disabilities 08=ED-Emotional Disturbance 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

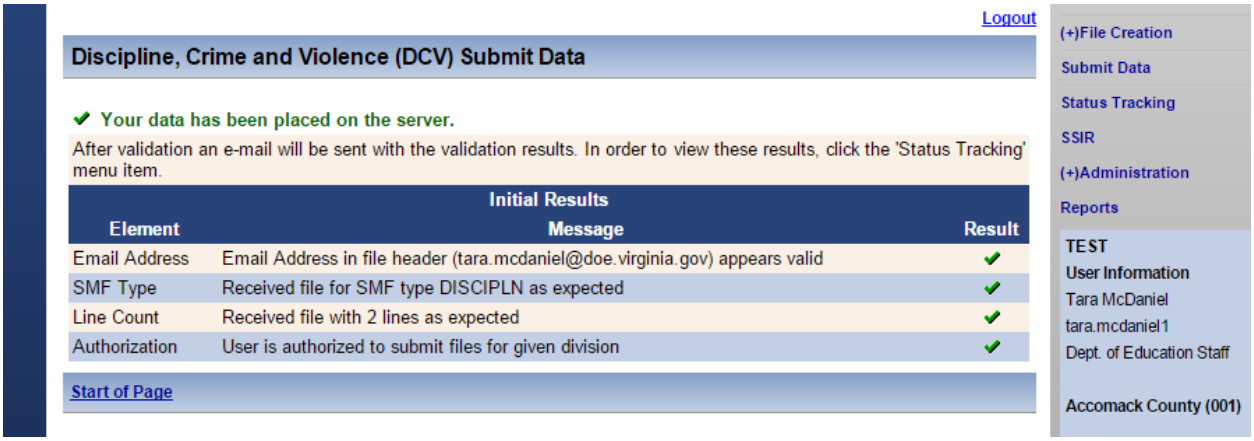
"B" Record - Tab-Delimited (31 Columns) Student/Incident Information		
		29 Black or African Am., White Nat. Hawaiian, & Am. Ind./Alaska Native 30 White, Nat. Hawaiian, Am. Ind./Alaska Native & Asian 31 Nat. Hawaiian, Am. Ind./Alaska Native, Asian & Black or African Am. 32 Am. Ind./Alaska Nat., Asian, Black or African Am., White & Nat. Hawaiian
1	Gender	F=Female, M=Male
10	Date of Incident	Date mm/dd/yyyy
10	Incident Code	XXXXX99999m 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= In-school (½ day or more equals a whole day) 02=Short-term suspension (out of school) 1-10 days ▪ Preschool – 3rd grade = 1-3 days; unless aggravating circumstances exist. 03=Long-term suspension (out of school) 11-45 days; ▪ Can be greater than 45 school-day period, not to exceed 364 calendar days, if determined aggravating circumstances exist 04=Expulsion (365 days) 05=Special education interim alternative placement-LEA decision (up to 45 days) 06=Special education interim alternative placement-hearing officer decision (up to 45 days) 07=Modified expulsion by LEA under SDFSCA and GFSA (0 to 364 days) 99=None of the above
3	Number of Days Suspended	Numeric (000-maximum school days) 364 days = suspension 365 days = expulsion Greater than 45 days must meet the definition aggravating circumstances

"B" Record - Tab-Delimited (31 Columns) Student/Incident Information		
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 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 (Do not leave blank.)
1	Law Enforcement Notification	Y = Yes; N = No (Do not leave blank.)
1	Permanent Change in Placement for Special Education Student	Y = Yes; N = No (Do not leave blank.)
1	Providing Education Services	Y = Yes; N = No (Do not leave blank.)
1	Law Enforcement Charges Filed	Y = Yes; N = No (Do not leave blank.)
1	Aggravating Circumstances	Y = Yes; N = No (Do not leave blank.)

Trailer Record
RecordCount=<number of A and B records included in this file (A record plus all B records)>

D. Procedure for Submitting the Tab-Delimited File

- To submit the tab delimited file using the submission method (extracted from your student information system), please select "submit data".
- Select "choose file" to select the file that is saved within your documents. Once the DCV file is chosen, select "Submit File to DOE".



- Once the file passes the initial checks, click on "status tracking" to view the status.

- Status tracking will alert you to any errors in the data. If you receive a "Failed Status," view your "Error Summary" or "Error Details" under "View Errors." Correct your errors and resubmit your file. Once you receive a "Successful," click the "Submit to DOE" button on the right side of the page.

Logout

Discipline, Crime and Violence (DCV) Status Tracking

Reporting Division: Accomack County

Below is a listing of the Discipline, Crime and Violence (DCV) files received from your Agency

If the Upload Status shows 'Failed', you must correct the errors and re-submit your file. Click on the 'View Errors' in gray menu on the right of the screen to see error Summary/Details.

If the Upload Status shows 'Successful' or 'Warnings - Successful', click on the 'Reports' in gray menu on the right of the screen to see your verification reports. Click on the link under Upload Status to display the superintendent's verification report.

SMF File Type	Upload Status	File Upload Date
DISCIPLN	Warnings - Successful	10/29/2014 10:19 AM
DISCIPLN	Failed	10/29/2014 10:14 AM
DISCIPLN	Failed	10/29/2014 10:10 AM
DISCIPLN	Failed	10/29/2014 09:55 AM
DISCIPLN	Failed	10/29/2014 09:53 AM
DISCIPLN	Failed	10/29/2014 09:49 AM
DISCIPLN	Failed	10/29/2014 09:38 AM

(-)File Creation
- Maintain Data
- Create File

Submit Data

Status Tracking

View Warnings

SSIR

Submit To DOE

(-)Administration
- Collection Window
- Lookup Data
- Maintain Documents
- Account Access Report
- Maintain SSIR Documents

Reports

- If you receive the message "Warnings - Successful," select "View Warnings" on the right hand column. Check data to ensure accuracy.
- To view the verification report, click on "Reports" on the right hand column and select the first report labeled "Verification Report".
- Once data is determined to be accurate, proceed and click on "Submit to DOE".

Submit for Verification

All Regional Centers for this division are not finalized. All regional center/programs must have been finalized to submit the data to superintendent.

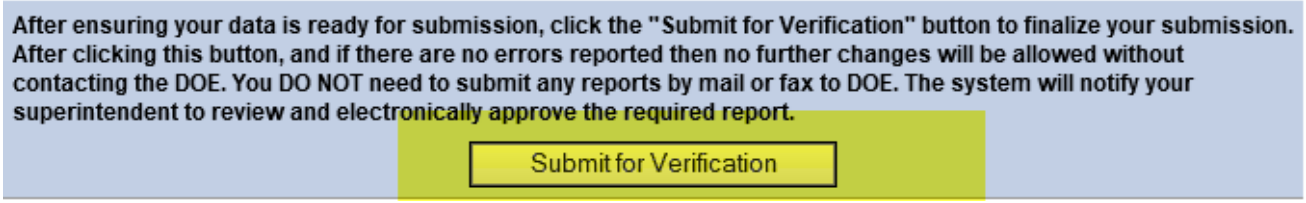
Please complete the Completed Data Entry form by answering each question with "Yes" or N/A.

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 ○

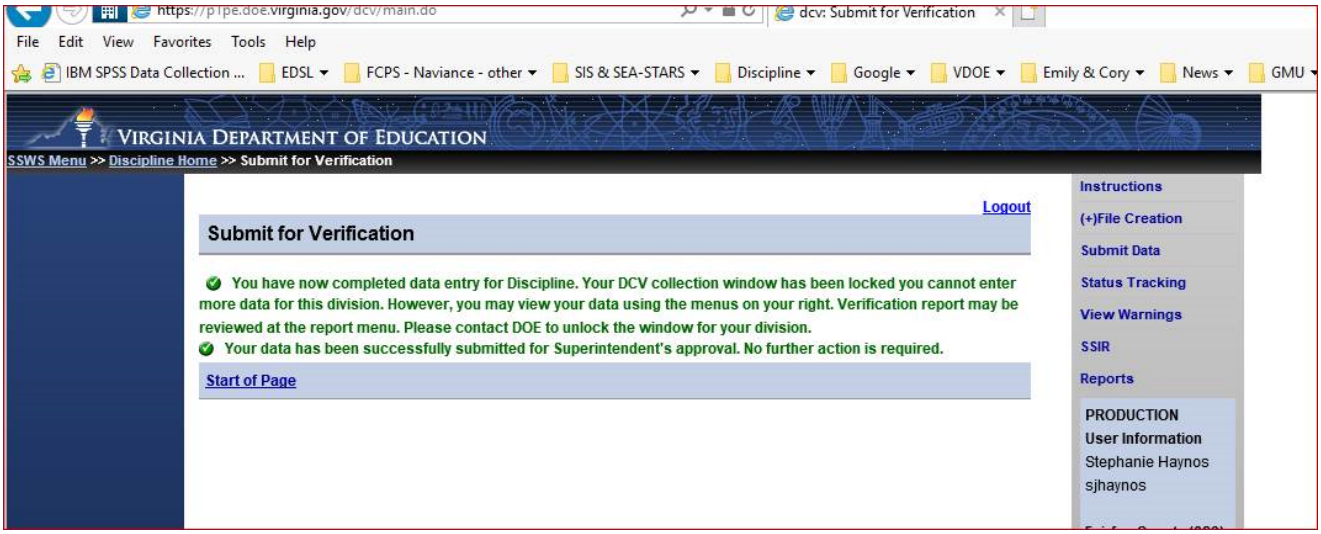
This list indicates if the status of the regional center/program.
All regional center/programs must have been finalized to submit the data for verification.

No.	Regional Centers/Programs	Finalized
262	Governor's School for the Arts	No
267	Appomattox Regional Governor's School	No
288	Southeastern Cooperative Educational Program	No
403	Tidewater Regional Alternative Ed Project	No

- Please complete the Completed Data Entry form by answering the three questions.
- The division will not be able to submit successfully until all corresponding regional programs have submitted.



- After verifying that your data is accurate and ready for submission, click the "Submit for Verification" button to finalize your submission. After clicking this button, no further changes will be allowed without contacting the DOE.
- You DO NOT need to submit any reports by mail or fax to DOE. The system will notify your division superintendent to review and electronically approve the report.



E. Superintendent Data Collection Approval (SDCA)

- Division Superintendents will electronically approve the verification report through the Superintendent's Data Collection Approvals (SDCA) Application.
- Division Superintendents will receive an email alerting them that an application is in their que and ready for approval. Once DCV data file has been successfully submitted, the superintendent (designee) will have the option of approving or disapproving the file submission. Note: The data collection is not considered complete until it is approved by the division Superintendent or designee.
- Once the data submission has been electronically approved, the window will lock. To reopen will require a written letter from the division superintendent/designee stating the reason(s) for the request.
- Should a division need additional time for the superintendent to review the file for approval, contact our office by email to resultshelp@doe.virginia.gov. The division must alert our office of the need for the approval extension before the due date.
- Note: Verifications reports will no longer be faxed or emailed to VDOE.

The Web Application Submission Method

IV. WEB APPLICATION SUBMISSION PROCEDURES

A. Procedures for Single Data Entry

The DCV web application and submission process has been revised as of November 2014. Although the appearance of the application has change, the functionality remains the same. The process is the same as in previous years however the appearance of data entry screen has changed. The Web Submission Method allows divisions to manually enter a single discipline entry of discipline, crime, and violence incident data. In addition, it allows divisions to enter data at the school level. Users will log into the Single Sign-on for Web Systems (SSWS) portal to enter DCV data manually for their respective school, division, or regional program. The manual entry method uses a newly designed Web collection application that allows each division or regional program to enter data daily per incident. The manual data entry method cannot be combined with the File Submission Method for Divisions and Regional Programs.

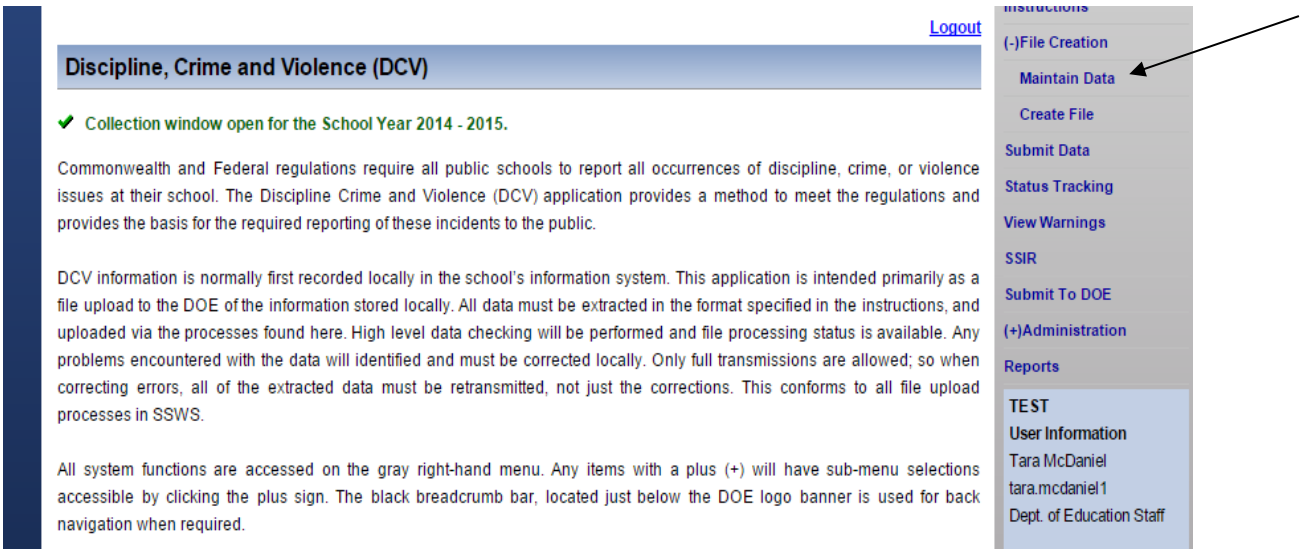
B. Web Submission Manual Data Entry Procedures

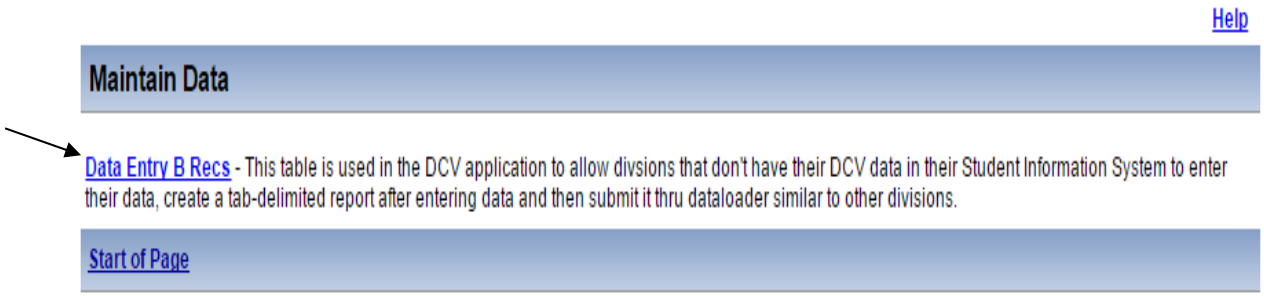
1. Procedure for logging in to the Single Sign-on for Web System (SSWS)

First you must obtain access to SSWS as well as the Discipline, Crime, and Violence application. 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. Once you have logged in to SSWS, click on the Discipline, Crime, and Violence application within SSWS. You will then select your school division or regional program. Note that the menu is located on the right hand side of the screen (previously found on the left).

2. Procedure for file creation

- Select the "File Creation" tab on the right hand column. Then select "Maintain Data." This will take you the following screen "Data Entry B Recs." Select the highlighted link "Data Entry B Recs."





- Select the "click here to add new Data Entry B Recs." Do not begin adding new data until you have clicked the above link, otherwise any data entered will be lost.

Help

Search Data Entry B Recs (See Results)

Note: Fields marked with asterisk * are required.

Click here to add new Data Entry B Recs

Search Data Entry B Recs (Case Sensitive)

Search Tips

School Year	None
Enrolled Division	None
Enrolled School	None
Unique Student Identifier	
Incident Division	Accomack County (001)
Incident School	None
Incident Date	
Incident Code	
Primary Offense	None
Secondary Offense	None
Tertiary Offense	None
Grade	None
Gender	None
Date Of Birth	
Days Suspended	
Discipline	Select
Alternative Placement	Yes No
Limited English Proficient	Yes No
Permanent Change Placement Flag	Yes No
Permanent Expulsion	Yes No
Reported to Law Enforcement	Yes No
Firearm Weapon Count	
Non Firearm Weapon Count	
Hispanic	Yes No
Reported Race Type	None
Student Primary Disability Type	None
Time Type	None

- Begin adding student and incident data. Information must be entered into each field. Enter "0" or "none" where applicable. Once all data has been entered **select "add" at the bottom of the screen**. Once added, the record will be listed and accessible at the bottom of the screen (as shown below).

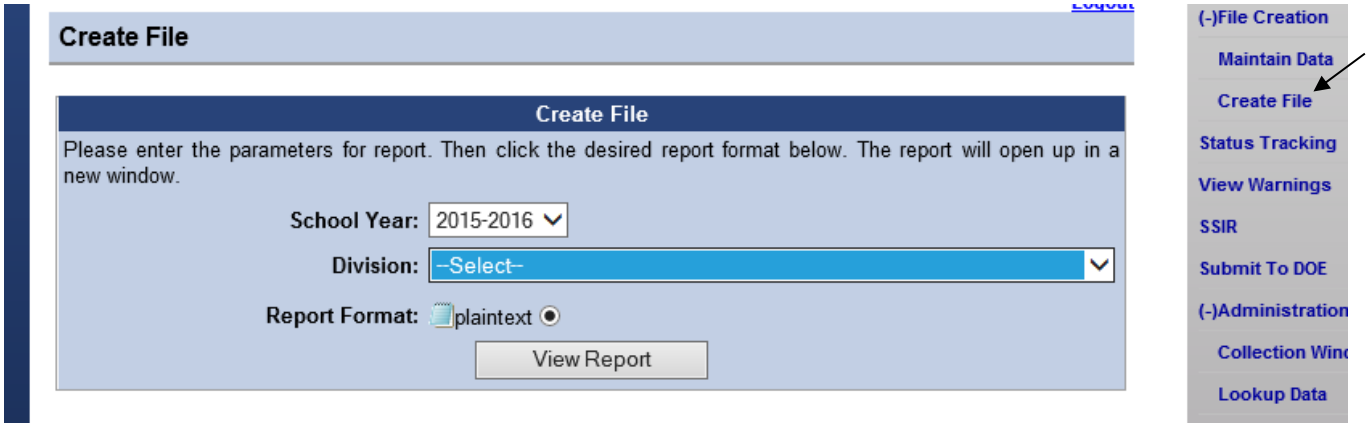
Search | Add Criteria | Clear All

Data Entry B Recs Search Results Total: 2 (Back to Search)

	Data Entry BRecs Id	School Year	Enrolled Division Name	Enrolled School Name	Unique Student Identifier	Incident Date	Incident Code	Primary Offense Description	Secondary Offense	Tertiary Offense	Grade	Gender
Delete Edit	4	2013	Accomack County (001)	Accawmacke Elementary (0701)	55555555	10/01/2014	5555555	Disruptive Demonstrations			03	M
Delete Edit	6	2014	Accomack County (001)	Accawmacke Elementary (0701)	44444444	10/22/2014	43434343	Disrespect/Walking Away			05	M

Start of Page

- All records that are entered will be listed at the bottom of the "Data Entry B Recs" screen. Records can be deleted and edited as needed. Once all records have been entered successfully, the next step is to create the file by selecting "Create File."



- This feature creates the tab delimited file. Once the file is created, it will be visible in your download. Select "open with" and then "word pad." The "A" record and "B" records will be visible.

- After the file has been created, select "Submit Data" on the right hand column. Follow the same process for the file submission method for divisions and regional programs found on page 26. Errors can be corrected within the data entry screen or within the created file.

- For further information, please view the power point on DCV submission procedures which can be downloaded from our Web site at http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml

Reference Section

V. REFERENCE SECTION

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 DCV Report. They are to be used only by those school divisions that feel their data have been mistakenly entered, or if a database error has occurred.

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

Protocol for Submission

- DCV data should be entered **throughout** the school year. It is highly 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 by clicking the "Submit to DOE" button without further errors. **You may regularly submit data by choosing the "submit data" button and then "view warnings" in order to locate and correct errors prior to the final submission, throughout the year.**

- The division may submit data as many times as necessary, as long as the website is still open and the verification report has NOT been electronically approved by the division superintendent (designee).

- If the verification report has been electronically approved by the superintendent (designee), but the window is still open, divisions may resubmit their data. The Division Superintendent must make a written request to the Director of the Education Information Office to reopen the window and state the reason(s) for the request.

- The "Safety Information Verification for Persistently Dangerous Schools" page may generate a "Notification Alert" indicating that a school will be cautioned. If this "Alert" appears, a second approval will be necessary.

- The window will lock after the verification report has been electronically approved by the superintendent (designee).

- If an extension is necessary, the division superintendent must contact the Chief Technology Innovations Office at VDOE before the window of submission closes.

- Upon receipt of an electronic approved verification from the division superintendent(designee), the school division's submitted information is final.

Protocol for Resubmission after the VDOE submission window has been locked

Once the submission window has been locked, regardless of whether the division has or has not submitted the DCV data, and the verification report has been electronically approved by the division superintendent (designee), the following procedure must be followed:

If the school division needs to resubmit data, the division Superintendent must email a signed letter, addressed to Dr. James Lane, Superintendent of Public Instruction, and to the Virginia Dept. of Education Data Specialist. The letter must be signed, scanned, and then attached to the email.

Once the letter is received, it will be routed to the following individuals for approval:

- Mrs. Susan Williams, Director of Education Information Management
- Dr. James Lane, Superintendent of Public Instruction

Your letter must include the following:

- Reason for the resubmission request,
- Statement of the changes to be made including specific data elements, and
- A plan to ensure accurate future submissions.

Upon approval from the Office of the Superintendent of Public Instruction, the division's DCV contact will be notified to schedule a resubmission. Upon approval from the Superintendent of Public Instruction, the appropriate staff in the school division must contact the Data Administration Specialist(s) for the DCV report, provide a detailed summary of intended changes, and *request that the DCV Web site be opened.*

- Once the DCV window has been reopened, the division will be notified and will be allowed to resubmit the DCV data.

- After the resubmission is successful, the division superintendent must electronically approval the verification report.

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 electronically approved, 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 or email 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 DCV report will determine the correct method for resubmitting the data and will communicate with the appropriate school division staff.

- After the resubmission is successful, the division superintendent must resubmit an electronic approval.

Protocol for Automatic Caution Offenses

There are three categories of offenses (Category I, Category II, and Category III) that are assigned either an absolute threshold or point value to each category (See reference table 9). 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.**

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 Superintendent's Memo No. 86, May 9, 2003, 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 throughout 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.

- **Category I** incidents include homicide, sexual assault offenses, and the use of a bomb or explosive device. Category I offenses are to be reported **within 10 working days** to the Virginia Department of Education after occurrence. The notification form is located on page 40 of the DCV User Manual and must be email to spedprogramdata@doe.virginia.gov.

- **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 II incidents are to be reported during the current reporting window.

- **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. Category III incidents are to be reported during the current reporting window.

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

ATTN: DCV Specialist

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.**_____ _____

Student ID	**Offense Code Violated**	**Sanction**	**Days**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____**Date**_____
Signature of Superintendent

Email to: spedprogramdata@doe.virginia.gov
Within 10 days of a Category I Incident

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.

GLOSSARY	
DCV Reporting Terms	
Incident	An incident is the event itself (such as a fight) that may involve one or more students, student offenses and may result in one or more disciplinary outcomes.
Incident-Based Reporting	All data collected shall reflect incident-based reporting. 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.
Incidents in Division or Regional Centers/Programs	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 is the regional center number. The "incident school" number is the school number for the regional center.
Incidents at Off-Campus, School-Sponsored Events	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 students 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.
Incidents Resulting in a Sanction "99"	Report all "99" sanctions if they apply to a required code. (For specific offense codes that apply to sanction "99" see Table 12, Crosswalk for All Offenses.) Report these incidents requiring a required code regardless of sanction. See Reference Table 3, Sanctions/Days Codes.
Incidents Resulting in Suspension or Expulsion	Report all incidents requiring an optional code if the sanction results in a suspension or expulsion. See Reference Table 3, Sanctions/Days Codes.
Incidents on School Grounds 365 days/24 hours/7 days a week	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.

GLOSSARY	
Incidents on School Transportation	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.**)**
Offense	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.
One Incident, One Report	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.
One Incident, Several Offenses	If more than one offense is part of a single incident, report both the single incident and multiple offenses.
Primary Offense	The most important offense responsible for the student receiving disciplinary sanctions should be listed as Offense Code 1.
Shared Incident Codes	Report an incident involving several students from different enrolled schools with one incident code. This code must be shared between schools or even divisions. The enrolled school will be the reporting school. The incident school is where the incident happened.
Time Period	Collect DCV data for a 365-day period beginning with June 20 and ending with June 19 of the following school year.
DCV Data Elements	
Alternative Placement	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 **"**Y" for "Yes" or "N" for "No" to indicate if the student was placed in an alternative education program as a result of this incident. Do not leave blank.
Disability Code	Identify students with disabilities according to the two-digit number listed in Reference Table 5: Disability Codes. Students with Section 504 plans are listed and should be reported, but are not included in the IDEA reporting.
Disciplinary Outcome	The ***sanction*** imposed on a student for his/her misconduct.
Enrolled Division Number	Report the state-assigned three-digit division number for the school division where the student is officially enrolled.

GLOSSARY	
Enrolled School Number	Report the state-assigned four-digit school number for the school where the student is **officially enrolled**. The school where the student is enrolled must report the incident. Schools not listed on the Fall Membership Report will not be accepted.
Expulsion	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 "Y" for "Yes" or "N" for "No" to indicate whether or not disciplinary action for this student included permanent expulsion. Do not leave blank.
Final Division Discipline or Sanction	"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 12. 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.
Gender	Use the gender code of "F" for female and "M" for male. Leave blank for non-students and unknown offenders.
Grade	Report a student's enrolled grade at the time of the incident according to the codes provided in Reference Table 4: Grade Level Codes.
Hispanic Question	Please enter "Y" for "Yes" or "N" for "No" for the ethnic question: "Are you Hispanic?"
Incident Code	This is a unique code of not more than ten characters, locally assigned within a school **to identify a specific 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 must 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.
Incident Date	Enter the date that the incident occurred as mm/dd/yyyy. The date is required for reporting all incidents.
Incident Division Number	Report the state-assigned three-digit division number for the school division where the incident occurred.

GLOSSARY	
Incident School Number	Report the state-assigned four-digit school number for the school where the incident occurred.
Non-Student Identifier NS	If the offender is not enrolled in any Virginia public PK-12 schools, report the individual as a non-student.
Number of Days Suspended or Expelled	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 12.) Special Education IEP Permanent Change in Placement uses 0 days. See Reference Table 3: Sanctions/Days Codes.
Number of Firearms Confiscated	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.
Number of Non-Firearms Confiscated	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.
Number of Victims	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 8: Offense Codes Requiring Victim Counts.
Offense	The problem behavior exhibited by the student(s).
Primary Offense Code-Offense Codes 2 and 3	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.
Racial/Ethnic Code	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**.**

GLOSSARY	
Record Type	The record type for all records is "B."
Student's Date of Birth	Enter the date of birth (up to age 22) for all students as mm/dd/yyyy. Leave date of birth blank for non-students and unknown offenders.
Student Identifier	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.
Time Element	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.
Unknown Identifier UN	If an incident occurs and the offender is not known, indicate an unknown individual.
DCV Edit Check Terms	
Alpha/Numeric	Alpha/numeric refers to data that may be entered with either alphabetic letters or numbers or both.
BA1 and BA3 Offense Codes	Battery BA1 and BA3 with a weapon must also have a weapon offense code (i.e., WP5).
Duplicate Incident with Different Incident Dates	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.
Duplicate Offense Code	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 no duplication will occur if the three digit subcategories are used like separate codes. This will not give you a data error.
Invalid Date	The date entered is either in the incorrect format or the date does not make sense to the correct year, day, or month.
Invalid Final Sanction	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)
Invalid Offense Code	The offense code must meet the criteria that have been established for previously entered data. (i.e., A Disruptive Behavior offense code cannot go with a confiscated weapon entry.)

GLOSSARY	
Law Enforcement Notification	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.
Law Enforcement Charges Filed	Student was charged as a result of the offense that required a law enforcement notification.
Providing Education Services	Student is receiving educational service offered by the local education agency (LEA), e.g. homebound instruction, online instruction, placement in an alternative education setting.
Same Student ID with Different Date of Birth	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.
Same Student ID with Different Disability	The same student is listed with different incidents; however, the disability assigned to the student may change. The database will adjust to this change.
Same Student ID with Different Gender	The same student is listed with different incidents; however, the gender assigned to the student changes. Once the category is established, it must remain.
DCV General Terms	
Data Collection System	The system that is used by the division to collect their data.
Field	A field is a category of data.
Oracle	The type of database that is used by VDOE to store data.
Record	One record is one line of data.
Regional Center/Program	A regional center/program is a non-graded center or program that serves more than one division.
Tab Delimited	This is a text file of data that is submitted to Oracle.

Sample Data Form

Date_____/_____/_____ Offense Date_____/_____/_____ Referred By _____

Student Name_____ Student Number _____

DOB_____/_____/_____ Grade_____ Incident Number_____ Enrolled Division No. _____

Enrolled School No. _____ Incident Division No._____ Incident School No._____

Parent Contacted_____ Location of Infraction_____

Permanent Change in Placement (Sp. Only) _____ Alt placement_____

Offense 1 _____ 2_____ 3_____ Sanction_____ Days_____

LEP_____ Hispanic Y/N_____ Race_____ Sped Code_____ Time_____ Gender_____ Firearm_____ Non Firearm_____

Law Enforcement Notified_____ Victim_____ Ed. Services Provided_____ Charges Filed (Y or N)_____

Special Education Codes: 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 **Permanent Change in Placement:** Y or N (do not leave blank)

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

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

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
BA6 Assault/Battery w/o Injury

Bomb Threat/Terrorist/ Chemical/Biological
BB1 or BO1 Bomb Threat
BB1 or BO2 Chemical/ Biological Threat
BB1 or BO3 Terrorist Threat
BO4 Setting off False Fire Alarm

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

Breaking and Entering/Burglary
BR1 or BK1 Burglary/Actual
BR1 or BK2 Burglary/Attempted

Bullying
BU1 Bullying
BU2 Cyber Bullying

Disruptive Behavior
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

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
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
DR5 or D11 Other Drug Possession/ Paraphernalia Possession
DR5 or D12 Other Drug Sale/Distribution
DR2 or D17 Substances Represented as Drugs (Look-alikes)
DR1 or D19 Anabolic Steroid Sale/ Distribution
DR1 or D20 Anabolic Steroid Use and Possession
DR1 or DG5 Synthetic marijuana-Use or Possession
DR4 or DG6 Synthetic Marijuana-Sale or Distribution
DR3 Theft or Attempted Theft of Prescription Medication

Electronic Devices/Inappropriate Use
C1M Beepers
C2M Cellular Telephones
C3M Other Electronic Devices

Extortion
EX1 or ET1 Extortion
EX1 or ET2 Attempted Extortion

Fighting/Conflict
FA2 Fighting/No or Minor Injury/Mutual Participation
F1T Altercation/confrontation/No Injury

Gambling
G1B Gambling

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

Kidnapping

*KI1 Kidnapping

Other Violations

S1V Inappropriate Personal Property

S2V Misrepresentation Other Violations

S3V Other School or Code of Conduct Violation not otherwise included (15% cap)

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 Violations

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

TI1 Threat/Intimidation-Staff/Physical/Verbal

TI2 Threat/Intimidation-Student/Physical/Verbal

Theft/No Force

TH1 or TF1 Theft/School Property

TH1 or TF2 Theft/Staff Property

TH1or 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

TB2 Electronic Cigarettes Possession/Use/Sale/Distribution

T4B Bringing Tobacco/Paraphernalia to School or School Event

Trespassing

TR1 Trespassing

Vandalism

VA1 or VN1 Vandalism of School Prop

VA1 or VN2 Vandalism of Private Prop

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) School/School Event

W9P Fireworks/Firecrackers/Stink Bombs at School/School Event

Sanction Codes

01 In-School Suspension

02 Short-Term **(1 to 10 days);** unless aggravating circumstances exist

03 Long-Term **(11 to 45 days);** unless aggravating circumstances exist

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 **(0-364 days)**

99 No Disciplinary Sanction (**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. Indian/Alaska Nat, & Asian

08 American Indian/Alaska Nat. & Black or African American

09 Am. Indian/Alaska Nat. & White

10 Am. Indian/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. Indian/Alas Nat., Asian & Black or African American

18 Am. Indian/Alaska Nat., Asian & White

19 Am Indian/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 & American Indian/Alaska Native

24 White, Black or African Am. & Am. Indian/Alaska Native

25 White, Nat. Hawaiian, & Am. Indian /Alaska Native

26 White, Nat. Hawaiian, & Asian

27 Am. Indian/Alaska Nat., Asian, Black or African Am. & White

28 Asian, Black/ African Am., White & Nat. Hawaiian

29 Black or African Am., White, Nat. Hawaiian Am. Indian/Alaska Native

30 White, Nat. Hawaii, Am. Ind./Alaska Nat & . Asian

31 Nat. Hawaii, Am. Ind./Alaska Native, Asian & Black or African Am.

32 Am. Indian/Alaska Nat., Asian, Black or African Am., White & Nat. Hawaiian

Codes Requiring Victim Counts

BA1	**HO1**	**SB1**	**TF1**
BA2	**HO2**	**SB2**	**TF2**
BA3	**HO3**	**ST1**	**TF3**
BA4	**HO4**	**SX0**	**TF4**
BA5	**HR1**	**SX1**	**TF6**
BA6	**KI1**	**SX2**	**TH1**
BU1	**RB1**	**SX3**	**TH2**
BU2	**RB2**	**SX4**	**TI1**
EX1	**RO1**	**SX5**	**TI2**
ET1		**SX6**	
ET2		**SX7**	
H1Z		**SX8**	

Reference Tables
Reference Table 1
Offense Codes

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		

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 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A) §4.1-305 SDFSCA Report 20 USC §7116 20 USC §7161 UMIRS	**Sub-Categories** AC1 – Alcohol Use AC2 – Alcohol Possession 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 UMIRS *Code of VA* §18.2-79	**Sub-Categories** AS1 – Arson: Actual AS2 – Arson: Attempted AS3 – Lighted firecrackers, Cherry Bombs, or Stink-bombs that Contribute to a Damaging fire. 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/ Battery With Firearm or Other Weapon 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-57 §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 20 USC §7151 UMIRS	
Assault/ Battery With No Firearm or Weapon 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 UMIRS	
Assault/ Battery With Firearm or Other Weapon 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-57 §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 20 USC §7151 UMIR	
Assault/ Battery With No Firearm or Weapon 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements and Related Statute	Reference Notes
Assault/Battery Malicious Wounding Without a Weapon	Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.	BA5 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.5-51.2 SDFSCA Report 20 USC §7116 8 VAC 20-131-270	
Assault/Battery without bodily injury	The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a schools-sponsored event.	BA6	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1A.	
Breaking and Entering 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 UMIRS	**Sub-Categories** BK1 – Burglary: Actual 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* §22.1-208.01(A)	
Cyber Bullying	Cyber bullying is defined as using information and communication technologies, such as cell phone text messages and pictures and internet e-mail, social networking Web sites, defamatory personal Web sites, and defamatory online personal polling Web sites to support deliberate, hostile, behavior intended to harm others.	BU2	Required to be reported regardless of sanction	*Code of VA* §22.1-208.01(A)	
Disruptive Behavior/ Insubordinate	Unwillingness to submit to authority or refusal to respond to a reasonable request. Any behavior that substantially disrupts the orderly learning environment.	D1C-D6C D8C	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS *Code of VA* §22.1-276.2	**Sub-Categories** D1C – Disrespect (walking away, etc.) D2C – Defiance (refuses requests) D3C – Disruptive Demonstrations D4C – Possession of Obscene or Disruptive Literature D5C – Classroom or Campus Disruption D6C – Using Obscene or Inappropriate Language or Gestures D8C – Minor Insubordination

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements and Related Statute	Reference Notes
Drug Violations Schedule I & II Anabolic Steroid Marijuana Use 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. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446 (Schedule I) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448 (Schedule II) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions)	DR1 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC §7116 20 USC §7161 UMIRS	**Sub-Categories** Schedule I & II Drugs / Marijuana/Anabolic Steroid-Use and Possession DG1 – Schedule I & II Drug Use DG2 – Schedule I & II Drug Possession DG7 – Marijuana Use DG8 – Marijuana Possession D20 – Anabolic Steroid/Use and Possession DG5 – Synthetic marijuana Use or Possession
Drug Violations Look-alikes Use Possession	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as drug look-alikes. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-247 (Definitions)	DR2 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §18.2-634 §22.1-279.3:1 (vii) 8 VAC 20-560-10 SDFSCA Report 20 USC §7116 20 USC §7161 UMIRS	**Sub-Categories** D17 – Substances Represented as Drugs (Look-alikes)
Drug Violations Inhalants	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any inhalants Links to the Drug Control Acts: http://legl.state.va.us/000/cod/18.2-264.HTM	D15 D16	Required to be reported regardless of sanction	*Code of VA* §18.2-264 SDFSCA Report	D15 – Possession of Inhalants D16 – Use of Inhalants
Drug Violations Prescription Theft Attempted Theft	Unlawfully possessing or attempting to take possession of drugs prescribed for another. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-258.2 (Theft) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions)	DR3 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 Schedule I & II Anabolic Steroid Marijuana Sale/Distribution	Unlawfully possessing with the intent to distribute, sell, or solicit any Schedule I or II drug, marijuana, or anabolic steroid. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446 (Schedule I) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448 (Schedule II) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions)	DR4 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-248 §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC §7116 20 USC §7161 UMIRS	**Sub-Categories** Schedule I & II Drugs/ Marijuana/ Anabolic Steroid Sale/Distribution. DG3 – Schedule I & II Drug Sale/Dist. DG9 – Marijuana Sale/Distribution D19 – Anabolic Steroid Sale/Distribution DG6 – Synthetic marijuana sale and/or distribution
Drug Violations Schedule III-VI Use, Possession, Sale/Distribution, Paraphernalia 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. Links to the Drug Control Acts:. http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3450 (Schedule III) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3452 (Schedule IV) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3454 (Schedule V) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3455 (Schedule VI) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-265.1 (Paraphernalia)	DR5 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC §7116 20 USC §7161 UMIRS	**Sub-Categories** Schedule III-VI Drugs/Use/ Possession/ Sale/Distribution D10 – Other Drug Use/Overdose D11 – Other Drug Possession/ Paraphernalia Possession D12 – Other Drug Sale/Distribution
Drug Violations Over-the-Counter Use, Possession, Sale/Distribution	Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.	D4G D5G D6G	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** D4G – Over-the Counter Medicine/Use D5G – Over-the-Counter Medicine/Possession D6G – Over-the-Counter Medicine 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 C2M C3M	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS *Code of VA* §22.1-279.6(B)	**Sub-Categories** C1M – Beepers C2M – Cellular Telephones 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 UMIRS *Code of VA* §18.2-59	**Sub-Categories** ET1 – Extortion 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 SOA UMIRS	
Altercation/ confrontation	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 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 UMIRS *Code of VA* §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* §18.2-46.1-3 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 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 UMIRS *Code of VA* §22.1-279(B) §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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §711620 USC §7151 GFSA 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Surce of Requirements and Related Statute	Reference Notes
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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC §7116 UMIR	
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	**Sub-Categories** RG1 – Inciting a Riot 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 S2V S3V	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** S1V – Inappropriate Personal Property (i.e., Dress Code Violation) S2V – Misrepresentation (i.e., Lying, Cheating or Plagiarism) S3V – Other School Code of Conduct Violation Not Otherwise Included (15% cap)
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 SDFSCA Report UMIRS	**Sub-Categories** Robbery (Using Force) RB1 – Actual Robbery RB2 – Attempted Robbery See also 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1 §18.2.60.3	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements and Related Statute	Reference Notes
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	
Sexual Battery Against Staff	Sexual battery against a staff member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.	SB1 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 an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.	SB2 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 Forcible Assault	Sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX3 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 §22.1-279.3:1(A) 8 8 VAC 20-560-10 SDFSCA Report 20 USC §7116 UMIRS	
Sexual Offenses Against Student 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC §7116 UMIRS	
Sexual Offenses Against Staff Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX5 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §Title 18.2 SDFSCA Report 20 USC §7116 UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements and Related Statute	Reference Notes
Sexual Offenses Against Student 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §22.1-279.3:1(A) §Title 18.2 SDFSCA Report 20 USC §7116 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A) SDFSCA Report	
Sexual Offense 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. 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §22.1-279.3:1(A) §Title 18.2 SDFSCA Report 20 USC §7116 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 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 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. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.	BB1 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §22.1-279.3:1(A) §18.2-212 SDFSCA Report UMIRS	**Sub-Categories** BO1 – Bomb Threat BO2 - Chemical/ Biological Threat BO3 – Terrorist Threat
Fire Alarm	Setting off a false fire alarm.	BO4	Required to be reported only if sanction is suspension or expulsion	*Code of VA* §22.1-279.3:1(A) §18.2-212 SDFSCA Report UMIRS	
Technology Use Violations/Use	Unauthorized violations of technology use according to the Acceptable Usage Policy.	T1C T2C T3C T4C	Required to be reported only if sanction is suspension or expulsion	*Code of VA* §22.1-279.6 SDFSCA Report UMIRS	**Sub-Categories** T1C – Unauthorized Use of Technology or Information T2C - Causing/Attempting to Cause Damage to Computer Hardware, Software or Files T3C – Violations of Acceptable Usage Policy T4C – Violations of Internet Policy
Threat/ Intimidation 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	*Code of VA* §18.2-60 SDFSCA Report UMIRS	Also see Harassment-Non Sexual/ Hazing/School Threat/ Bullying

Offense Term	Definition	Report Codes	Disciplinary Reporting Requirements	Source of Requirements and Related Statute	Reference Notes
Threat/ Intimidation Against Student	Unlawfully placing a student 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.	TI2	Required to be reported regardless of sanction	*Code of VA* §18.2-60 SDFSCA Report UMIRS	
Theft Offenses (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 UMIRS	**Sub-Categories** Theft Offenses (except motor vehicle) TF1- Theft of School Property TF2 -Theft of Staff Property TF3 - Theft of Student Property TF4 - Possession of Stolen Property
Theft Offense 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 UMIRS	**Sub-Categories** Theft of a Motor Vehicle TF6 – Attempted Theft of Motor Vehicle
Tobacco Use Possession, Sale, Distribution	Possessing, using, distributing, or selling tobacco products, including smokeless tobacco, on school grounds, at school-sponsored events, and/or on school transportation.	TB1		SDFSCA Report UMIRS	**Sub-Categories** TC1 – Tobacco Use TC2 – Tobacco Possession TC3 – Tobacco Sales/Distribution
Tobacco 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 UMIRS	
Electronic Cigarette	Possessing, using, distributing, or selling electronic cigarettes or paraphernalia, on school grounds, at school-sponsored events, and/or on school transportation	TB2	Required to be reported regardless of sanction	*Code of VA* §22.1-79.5	
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 SDFSCA Report UMIRS	

Offense Term	Definition	Report Codes	Disciplinary Reporting Requirements	Source of Requirements and Related Statute	Reference notes
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 SDFSCA Report UMIRS	**Sub-Categories** VN1 – Vandalism of School Property VN2 – Vandalism of Private Property VN3 – Graffiti
Weapon (1) Firearm Handgun/ Pistol	Possessing or bringing a handgun or pistol to school or to a school-sponsored event.	WP1 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-308.1 (B) §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-260 GFSA 20 USC §7151 UMIRS	Automatic expulsion. May be modified by LEA, in accordance with federal and state guidelines.
Weapon (2) Firearm Shotgun/ Rifle	Possessing or bringing a rifle/shotgun to school or a school-sponsored event.	WP2 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-308.1 (B) §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-260 GFSA 20 USC §7151 UMIRS	Automatic expulsion. May be modified by LEA, in accordance with federal and state guidelines.
Weapon (3) Expels a 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-308.1 (B) 8 VAC 20-131-260 GFSA UMIRS	This definition does not include BB guns or pneumatic weapons. See WP0.
Weapon (4) 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	Required to be reported if charges are filed	BOE-PDS Policy 8 VAC 20-131-270 §22.1-279.3:1 §18.2-301.1	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements and Related Statute	Reference Notes
Weapon (5) Other Firearms	Possessing or bringing any other weapon that will, or 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-260 GFSA 20 USC §7151 UMIRS	These definitions may include automatic weapons or semi-automatic weapons other than shotgun/rifle, or handgun, such as an XM8.
Weapon (6) 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, nunchakas, or billy club)	WP9 Required to be reported to law enforcement	Required to be reported regardless of sanction	8 VAC 20-131-270 *Code of VA* §18.2-308.1 (A) UMIRS	
Pneumatic Weapon (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 Required to be reported to law enforcement	Required to be reported regardless of sanction	8 VAC20-121-260 *Code of VA* §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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-433.1 §22.1-279.3:1(A) 8 VAC 20-131-260 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 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy *Code of VA* §18.2-85 §18.2-433.1 §22.1-279.3:1(A) 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 USC §18.921-17 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/ 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 UMIRS	
Weapon/ Chemical 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 W9P	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	W8P – Bringing Razor Blades/Box Cutters/ Less than 3 inch blade knife to School or School Events. W9P – Bringing Fireworks, Firecrackers, or Stink Bombs to School or School Event.
Possession of Taser 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* § 18.2-308.1(A) § 22.1-277.07 SDFSCA Report	
Possession of Stun 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* § 18.2-308.1(A) § 22.1-277.07 SDFSCA Report	

*The disciplinary reporting requirements indicate if the offense is required by law and/or 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

Discipline Sanction Codes

School division must use the following codes to indicate the sanction imposed upon a student as a result of a disciplinary offense.

Sanction	Days	Conditions	Notes
01	Minimum of one day, not limited	In-School Suspensions (½ day or more equals a whole day)	
02	1-10	Short-Term Out of School-All Codes	Preschool – 3rd grade = 1-3 days; unless aggravating circumstances exist
03	11-45	Long-Term Out of School-All Codes	Can be greater than 45 school-day period, not to exceed 364 calendar days, if determined aggravating circumstances exist
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. Special Education Only	
06	1-45	Court Appointed Hearing Officer by Virginia Supreme Court. Special Education Only	
07	0-364	Applies to DR1, DR4, WP1, WP2, WP4, WP6, WP7, WP8	
99	0	Applies to any discipline not defined in codes 01 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 is "99" the incident must reported.

Code Number	Description of Discipline Sanction
01	For all students receiving an in-school suspension. (½ day or more equals a whole day)
02	Short-term suspensions are defined as a single suspension of ten days or less.
03	Long-term suspensions are defined as a single suspension of eleven days up to 364 days.
04	Expulsion is defined as a single expulsion for 365 calendar days. This may be either a permanent expulsion or a 365-day removal from school. Any student may be placed in alternative placement.
05	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.
06	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.
07	Use for drugs and weapon offenses WP1, WP2, WP4, WP6, WP7, WP8, DR1, and DR4 which involve 0-364 days to indicate that expulsion was modified.
99	Use for any discipline not defined in codes 01 through 07. This may include, bus suspension, or Saturday detention. No days are reported for a sanction "99." Depending on the offense code used in conjunction with the sanction dictates whether the sanction "99" is reported. For specific offense codes that apply to sanction "99" see tables 13-15.

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.

Code	Grade Level
PK	Pre-kindergarten
PG	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

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Reference Table 5
Disability Codes

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

Code	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 Delay
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 Hispanic	Part 2 Race
One Race		
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
Combination of Two Races		
American Indian/Alaska Native **and** Asian	Y / N	07
American Indian/Alaska Native **and** Black or African American	Y / N	08
American Indian/Alaska Native **and** White	Y / N	09
American Indian/Alaska Native **and** Native Hawaiian	Y / N	10
Asian **and** Black or African American	Y / N	11
Asian **and** White	Y / N	12
Asian **and** Native Hawaiian	Y / N	13
Black or African American **and** White	Y / N	14
Black or African American **and** Native Hawaiian	Y / N	15
Native Hawaiian **and** White	Y / N	16
Combination of Three Races		
American Indian/Alaska Native, Asian **and** Black or African American	Y / N	17
American Indian/Alaska Native, Asian **and** White	Y / N	18
American Indian/Alaska Native, Asian **and** Native Hawaiian	Y / N	19
Asian, Black or African American **and** White	Y / N	20
Asian, Black or African American **and** Native Hawaiian	Y / N	21
Black or African American, White **and** Native Hawaiian	Y / N	22
Black or African American, Native Hawaiian **and** American Indian/Alaska Native	Y / N	23
White, Black or African American **and** American Indian/Alaska Native	Y / N	24
White, Native Hawaiian **and** American Indian/Alaska Native	Y / N	25
White, Native Hawaiian **and** Asian	Y / N	26
Combination of Four Races		
American Indian/Alaska Native, Asian, Black or African American **and** White	Y / N	27
Asian, Black or African American, White **and** Native Hawaiian	Y / N	28
Black or African American, White, Native Hawaiian **and** American Indian/Alaska Native	Y / N	29

Racial/Ethnic Codes	Part 1	Part 2
	Hispanic	**Race**
White, Native Hawaiian, American Indian/Alaska Native **and** Asian	Y / N	30
Native Hawaiian American Indian/Alaska Native, Asian **and** Black or African American	Y / N	31
Combination of Five Races		
American Indian/Alaska Native, Asian, Black or African American, White **and** 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.

Code	Definition of Time Element
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
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.

Offense Code	Name of Offense
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
BA6	Assault/Battery Without Bodily Injury
BU1	Bullying
BU2	Cyber 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 9
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 (See Superintendent's Memo No. 86, May 9, 2003) 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
Category I	**Automatic Caution**		**One Incident Exceeds The Threshold**
	Homicide-Staff-Firearm	HO1	
	Homicide-Student-Firearm	HO2	
	Homicide-Staff-Other Weapon	HO3	
	Homicide-Student-Other Weapon	HO4	
	Sexual Assault Against Staff	SX3	
	Sexual Assault Against Student	SX4	
	Attempted Sexual Assault Against Staff	SX5	
	Attempted Sexual Assault Against Student	SX6	
	Use of a Bomb	WP7	
Category II			**Two Points**
	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	
Category III			**One Point**
	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 10
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
Offense Code (S3V) has exceeded the 15% cap for all offenses
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 “99” must be 0 days
Days suspended for short-term suspension must be between 1 and 10

DCV Edit Checks
Days suspended for long-term suspension must be between 11 and 45, unless determined aggravating circumstances exist
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
The permanent change in placement only applies to a special education student not including (504)
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
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
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
There are students with same student ID but with different grade
Fighting incidents require **two or more** students
Duplicate subcategory 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: (AL1,BA1,BA2,BA3,BA4,BA5,BB1,BU2,DR1,DR2,DR3,DR4,DR5,HO1.HO2,HO3,HO4,SB1,SB2,ST1, SX3,SX4, SX5,SX6,SX7,SX8,TI1,WP0,WP1,WP2,WP4,WP6 WP7,WP8,WP9, W2P) Must be **reported to law enforcement**.

Reference Table 11
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.

DCV Data Exceptions		
Firecrackers, Fireworks, Stink Bombs	W9P	Because these items will involve the confiscation of a non-firearm, the three-digit code must be entered.
Box Cutters, Razor Blades	W8P	Because these items will involve the confiscation of a non-firearm, the three-digit code must be entered.
Change from non-disabled to disabled status**	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.
Change in the Special Education Disability Classification**	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.
Fighting*	FA2	The code involves two or more students per incident. The code reflects one incident with two students with independent outcomes.
Date Range for School Year	Tab Delimited Submission	NOTE: The school year begins on June 20 of the current year and ends on June 19, of the following year.
Victim Count	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.
Warning-Successful	Status tracking notice	"Warning-Successful" found in Status Tracking has changed meaning. Your file may still have errors that need editing.
Edit Check	Law Enforcement	Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.

Reference Table 12
Crosswalk – All Offenses

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	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
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	✓						✓	
Assault/Battery w/o Injury	BA6	✓							
School Threat BO1,02,03	BB1							✓	
Setting off False Fire Alarm	BO4								
Breaking and Entering	BR1			✓					
Bullying	BU1	✓							
Cyber Bullying	BU2	✓							
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							✓	
Possession and Use of Look-alike Drugs- D17	DR2							✓	
Theft and Attempted Theft of Prescription Drugs	DR3							✓	
Sale and Distribution of	DR4							✓	
Use, Possession and Distribution of Drug Paraphernalia-D10,D11,D12	DR5							✓	
Extortion-ET1, ET2	EX1	✓		✓					

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	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
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 ***(*May or may not have victim count.)***	SX7	√						√	
Aggravated Sexual Battery	SX8	√						√	
Unauthorized Use of Technology	T1C			√					
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								
Electronic Cigarette	TB2								
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			√					

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	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 of a Toy or Look-alike Gun	W3P			✓			✓		
Possession of 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 13
Crosswalk for Offense Code Extraction

Offense Codes

Column 1 represents the offense codes that must be reported regardless of sanction and extracted by VDOE for reporting purposes.

Column 2 represents offense codes to be reported by school divisions with sanctions 01, 02, 03, 04, 05, 06 and extracted by VDOE with sanctions 01,02, 03, 04, 05, 06. The 01's are extracted for special education reporting.

Legend for sanctions:
01 = Half day or more of in-school detention
02 = 1-10 days out of school suspension *
03 = 11-45 days out of school suspension *
04 = 365 days of out of school expulsion
05 = Special education 1-45 days –weapon, drugs and Violent assault
06 = Special Education VA Supreme Court

***Unless determined aggravating circumstances exist**

		Column 1 Mandatory	Column 2 Non-mandatory
Offense Term	**Offense Code**	**Offense Codes regardless of sanction to be reported by school divisions and extracted regardless of sanction by VDOE**	**Offense Codes to be reported by school divisions with 01, 02, 03, 04, 05, 06 sanctions and extracted by VDOE with sanctions 01, 02, 03, 04, 05, 06**
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	√	
Assault/Battery w/o Injury	BA6	√	
School Threat	BB1	√	
Breaking and Entering	BR1		√
Bullying	BU1	√	
Cyber Bullying	BU2	√	
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		√

		Column 1 Mandatory	Column 2 Non-mandatory
Offense Term	**Offense Code**	**Offense Codes regardless of sanction to be reported by school divisions and extracted regardless of sanction by VDOE**	**Offense Codes to be reported by school divisions with 01, 02, 03, 04, 05, 06 sanctions and extracted by VDOE with sanctions 01, 02, 03, 04, 05, 06**
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	✓	
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	✓	

		Column 1 Mandatory	Column 2 Non-mandatory
Offense Term	**Offense Code**	**Offense Codes regardless of sanction to be reported by school divisions and extracted regardless of sanction by VDOE**	**Offense Codes to be reported by school divisions with 01, 02, 03, 04, 05, 06 sanctions and extracted by VDOE with sanctions 01, 02, 03, 04, 05, 06**
Attempted Sexual Assault Staff	SX5	✓	
Attempted Sexual Assault Student	SX6	✓	
Sexual Offense without Force ***(*May or may not have victim count.)***	SX7	✓	
Aggravated Sexual Battery	SX8	✓	
Unauthorized Use of Technology	T1C		✓
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	✓	
Electronic Cigarette	TB2	✓	
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 of Razor Blades, Box Cutters, knife (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		✓

Sample Form 09/2017

Commonwealth of Virginia

Model School/Law Enforcement Incident Report Form

To satisfy the requirement of *The Code of Virginia § 22.1-279.3:1*, complete this form when law enforcement is notified or involved in a school related incident. Indicate the notification of law enforcement and whether charges were filed in the school's Discipline, Crime, and Violence (DCV) Report.

Officer's Name:	School:	
Principal's Name:	School Division:	

Principal's Incident Summary

Student Name: _____ Grade:_____ Student ID#:_____

DCV Code(s): _____ Date: _____ Time:_____

Location of Incident: _____ School Sanction: _____

School Intervention: _____

Relevant Details: _____
_____
_____

Law Enforcement Disposition of the Referral

- ☐ Student Charged
- ☐ Student Referred to School/Community Support Services
- ☐ Parent Notified

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act.
This form shall not be stored in a student scholastic or discipline record in accordance with *The Code of Virginia* § 22.1-289.