



**Arizona Department of Education**  
**School Safety and Prevention**

**SMS/SIS Incident Data Capture Requirements**  
**Statewide Uniform Incident Data Collection**

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## Revision Log

All revisions to this Software Requirements Specification (SRS) will be documented in this log.

Revision	Date	Description	Name
V1.0	10/14/08	Version 1 Document Release	Amitesh Kasera
V2.0	03/05/09	See Appendix 7A	Amitesh Kasera

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# 1 BACKGROUND

The ADE has been working over the past year with an advisory council of education administrators from various Arizona schools to improve the safety incident data collection by schools. The primary purpose of this effort is to improve the quality of the incident data so that it is more useful in creating and maintaining safe school environments. The secondary purpose is to improve the data collected by state and the data reported to the federal government. The changes that have evolved from the effort are based on best practices already demonstrated by Arizona schools and schools around the nation.

The changes identified as necessary to improve the quality of the data in Arizona are:

- Standardization of terms and definitions in consistence with state and federal statutes and commonly accepted definitions, as appropriate.
- Incident based data capture that enables thorough evaluation of infraction events for individuals student improvement and school wide systemic improvement:
  - Time and location of the incident.
  - All persons (in addition to offender) involved in an incident.
  - All violations that occur within an incident.
  - Actions taken in response to the incident.

ADE has developed an online system named Az SAFE Online for schools to capture their incident data as indicated above and produce a variety of reports. The reports equip schools and districts to make data driven decisions to prevent and reduce incidents. The Az SAFE system will also report data that is currently reported on the annual Safe and Drug Free Schools Report [prescribed by PL 107-110 Title IV, Part A. Subpart 1, Sec. 4112(c) (3) and Sec. 4141(b) and the Annual Special Education Data Collection Report [prescribed by PL 108-446, Sec. 602(3) (A) and Sec. 618].

Az SAFE Online has been used by pilot schools since the start of the 07/08 School Year.

It is anticipated that many schools, large ones in particular, will prefer to capture incident data using their local Student Management System (SMS) or Student Information System (SIS). Schools have the choice to either use the web-based Az SAFE Online system or use newly developed /enhanced Incident Modules within their SMS/SIS to capture incident data.

# 2 PURPOSE

The purpose of this document is to describe the uniform set of data elements that need to be captured and stored in the local SMS/SIS.

LEAs and their SMS/SIS vendors should undertake the development/enhancement of an Incident Module immediately. The Incident Module has to be linked with the other Student Data in the SMS/SIS in order to allow the school extensive incident analysis and to avoid re-entry of student personal data.

Data submission requirements are provided in a separate document.

### 3 SMS INCIDENT DATA CAPTURE REQUIREMENTS

There are four components of data related to an incident:

- Incident Attributes - Time & Location and other– see Section 3.1.
- Involved People – see Section 3.2.
- Violations Incurred by Involved People – see Section 3.3.
- Actions Taken in response to Violations incurred by Involved People – see Section 3.4.

The design of the supporting database has to account for the nature of incidents:

- Multiple People may be involved in an incident.
- Multiple Violations per person involved may have been committed in that incident.
- Multiple Actions may be taken per person for each of his/her violation in that incident.

See chart in Section 4

#### 3.1 Incident Attributes - Data Elements

Please note that data submission will be done in XML file format. The XML Field name has been added to this table. Data submission requirements are given in a separate document (SMS Incident Data Submission Requirements).

Field	XML Field	Format	Collection	Description
School Name	-----	Text, 25	Discretionary	Depends on SMS handling of schools.
School Identifier	schoolCTDS	Integer, 9	Mandatory	This will be the CTDS as assigned by ADE Enterprise system.
Incident ID	SMSIncidentID	Integer, 10	Mandatory	Unique value automatically generated and assigned to the incident by SMS Incident Module.
Incident Date	incdate	yyyy-mm-dd	Mandatory	Date when the incident occurred. Expressed as Year/month/day. This value shall be validated to ensure it is not greater than referring date.
Referral Date	refdate	yyyy-mm-dd	Mandator	Date the incident brought to disciplinary authority's attention. This value shall be validated to ensure it is not less than incident date.
Referring Individual First Name	reffname	Text, 20	Mandatory	First name of the person who has identified the violation for reporting.

Field	XML Field	Format	Collection	Description
Referring Individual Last Name	reflname	Text, 20	Mandatory	Last name of the person who has identified the violation for reporting.
Incident Time	incitime	hh:mm:ss	Mandatory	Expressed as hours and minutes when the incident occurred (24 hrs format).
Time Description	timedescription	Integer, 2	Mandatory	Describes the period of time as it relates to school the schedule in which the incident occurred. See Section <b>3.1.1 TIME Description</b> below for details.
Time Description Other	timedescription_other	Text/String, 50	Mandatory	Required for Time Period Code 10.
Location	location	Integer, 3	Mandatory	Location where the incident occurred. See Section <b>3.1.2 Location</b> below for details.
Location_other-Description	Location_other	Text/String, 50	Optional	Displayed for Location Code 10, 16, 19, 21 and 22.
Gang Related	gangrelated	true/false	Mandatory	Expressed as a 1/0 value.
Hate Related	haterelated	true/false	Mandatory	Expressed as a 1/0 value.
Cost	cost	Currency	Optional	Expressed as a dollar amount, referring to property damages and fixing costs related to the incident.
Additional Comments (Narrative)	comment	Text, 255	Optional	A free form text box used to further describe the incident if necessary.

### 3.1.1 Time Description

Time Category for Reference Only	Time Period Code	Time Period Name	Description
<b>During Official School Hours</b>			To describe the time an incident occurred during school hours; sub category required.
	2	Before Classes	As defined by school.
	3	Between Classes	As defined by school.
	4	After Classes	As defined by school.
	15	During Classes	As defined by school.
	14	Recess	As defined by school.

Time Category for Reference Only	Time Period Code	Time Period Name	Description
	9	Lunch	As defined by school.
	10	Other (explain)	As defined by school.
Before School Hours	11	Before School Hours	As defined by school.
After School Hours	12	After School Hours	As defined by school.
Unknown	13	Unknown	As defined by school.

### 3.1.2 Location

Location Category for Reference Only	Location Code	Location Name	Description
On Campus-Inside	1	Administrative Offices	
	2	Cafeteria	Used to describe staging, preparation, and eating areas as designated by the school.
	3	Classroom	Used to describe an area where student instruction occurs.
	4	Hallway/corridor/Stairs	
	5	Locker Room	
	6	Restroom	
	7	Library/Media Center	Used to describe an area that is designated by the school to be a library or media center.
	8	Computer Lab	Used to describe an area that is utilized for the instruction of computer or other types of technology.
	9	Auditorium	Used to describe a large indoor assembly area for students and in certain cases, the public.
	10	Other Inside Area	Used to describe any indoor area on school property that does not fit into the above descriptions.
	13	Gymnasium (Bleachers/Floor)	Used to describe any area (excluding locker rooms) within a facility constructed for use as a gym.

Location Category for Reference Only	Location Code	Location Name	Description
On Campus-Outside	11	Athletic Field or playground	Used to describe an area of athletic fields not considered to be a stadium type facility or a playground meant for recreational use by students.
	12	Stadium	Used to describe an outdoor sports facility meant for large outdoor assemblies and displays of large sports activities.
	14	Bus Loading Area	Area on school grounds where students assemble to board a bus or other conveyance.
	15	Parking Lot	Parking areas on school grounds including staff, student and visitor parking.
	16	Other Outside Area	Used to describe an outside area on school property that does not fit in the above descriptions.
Off Campus	17	School Bus Stop	Area off of school grounds where students assemble to board a bus or other conveyance.
	18	On School Bus	Used to describe when an incident occurs within a school bus which students have boarded to be transported to their educational facility.
	19	Other Modes to and from School	Used to describe any public or private mode of transportation that students board to be transported to their educational facility.
	20	Cyberspace	Used to describe a the location of a violation that occurs via email, web pages, chat rooms, blogs or any other means of electronic communication.
	21	Other Off-Campus School Sponsored Event	Used to describe a location off of school property that is a school sanctioned event.
	22	Other Off-Campus Area	Used to describe an area off of school grounds i.e. the location of a park where a fight occurred after school.



## 3.2 Involved People - Data Elements

In regard to people involved in incidents, a distinction is made between students and non students. The data required for each group is as given below. Please note that the SMS Incident Module is required to generate a unique Person ID for people included in the incident. The purpose of a Person ID is to enable submission of incident level data to ADE without disclosing a person's identity.

### 3.2.1 Students

The student personal data elements shown below already exist in the SMS. The Collection column shows which element has to be physically captured in the SMS Incident Module (Mandatory) and which could just be linked to (Mandatory, Linkable). Some data elements are considered immutable (e.g. Date of Birth) and some are mutable by their nature (e.g. Grade). For mutable data, the Incident Module should retrieve or link to the data as of the incident date, as specified in the description column.

Field	XML Field	Format	Collection	Description
Incident ID	SMSIncidentID	Integer, 10	Mandatory	As generated by the SMS Incident Module.
Person type	persontype	Integer, 1	Mandatory	1= Student; 2= All other people involved.
SAIS Student ID	SaisID	Integer, Max. 10, Value Less than <2147483647>	Mandatory	As assigned by the SAIS system to a student.
SMS Person ID	SMSPersonId	Integer 18	Mandatory	A Person ID generated by the SMS Incident Module for all person types (students and all other people involved).
First Name	fname	As defined in SMS	Mandatory, Linkable	First name of the student.
Middle Name	mname	As defined in SMS	Mandatory, Linkable	Middle name of the student.
Last Name	lname	As defined in SMS	Mandatory, Linkable	Last name of the student.
Name Suffix	suffix	As defined in SMS	Mandatory, Linkable	Name suffix of the student.
Date of Birth	dob	yyyy/mm/dd	Mandatory, Linkable	Date of birth of the student.
Date of Enrollment	enrolldate	yyyy/mm/dd	Mandatory, Linkable	Enrollment date as it appears in the records on the incident date.
Grade	grade	As defined in SMS Student Module	Mandatory, Linkable	Grade as it appear in the records on the date of the incident.
Gender	gender	As defined in SMS to reflect male, female	Mandatory, Linkable	Gender of the student.

Field	XML Field	Format	Collection	Description
Ethnicity	ethnicity	As defined in SMS Student Module	Mandatory, Linkable	Race/Ethnicity as it appears in the records on the date of the incident. See Section <b>3.2.6 Ethnicity</b> Table Below.
ELL	ELL	true/false	Mandatory, Linkable	The ELL indicator should be YES if the student was participating in a language program where Participation start date < =Incident Date<= Participation end date, otherwise indicator should be NO. Expressed as 1/0.
SPED Code	SPEDCode	String	Mandatory, Linkable	See Section <b>3.2.7 SPED</b> Table Below. In case of more than 1 disability, capture and report only FEDERAL PRIMARY NEED. Refer to Federal Primary Need Indicator (FPNI).
Disability as defined by Office of Civil Rights 504 (504disabled)	disabled504	true/false	Mandatory	Used to identify students with special accommodations as per the Office of Civil Rights 504. Capture situation as was on incident date. – Reference.
Role In Incident	role	Integer,2	Mandatory	Student role in the incident - Victim, Witness/Bystander, Offender. See Section <b>3.2.5 Role in Incident</b> Table Below.
Physical Injury	injury sustained	true/false	Mandatory	See Physical Injury in Appendix 1. True/false selection if an injury has occurred. Expressed as 1/0.
Description of Injury	injurydescription	Text, 255	Mandatory if injury or serious bodily injury is indicated	Free form text used to describe the nature of the injuries.
Serious Bodily (Physical) Injury as defined by U.S.C. 18 Section 1365(3)(h)	injuryserious	true/false	Mandatory if Injury is indicated	See Serious Bodily (Physical) Injury in Appendix 1. True/false selection if Serious Bodily Injury has occurred. Expressed as 1/0.

### 3.2.2 All other people

The following data will be captured for an individual who is not a student of the school where the incident occurred:

Field	XML Field	Format	Collection	Description
Incident ID	SMSIncidentID	Integer 10	Mandatory	As generated by the SMS Incident Module.
Person type	persontype	Integer, 1	Mandatory	1= Student; 2= All other people involved.
SMS Person ID	SMSPersonId	Integer 18	Mandatory	A Person ID generated by the SMS Incident Module for all person types (students and all other people involved).
First Name	fname	Text, 40	Mandatory	First name of the individual.
Middle Name	mname	Text, 40	Optional	Middle name of the individual.
Last Name	lname	Text, 40	Mandatory	Last name of the individual.
Name Suffix	suffix	Text, 3	Optional	Name suffix of the individual.
Date of Birth	dob	yyyy/ mm/dd	Optional	Date of birth if known.
Gender	gender	Text, 1	Mandatory	Gender of individual. M = male; F= female.
Relationship to School	reltoschool	Integer, 2	Mandatory	Used to define what relationship the individual has to the school. See Section <b>3.2.3 Relationship to School</b> Table Below.
Other Relationship	reltoschoolother	Text , 20	Mandatory with Relationship code 35	Use with code 35.
Type of Employment	employmenttype	Text, 1	Mandatory for Relationship codes 16 - 27 and 30	See Section <b>3.2.4 Type of Employment</b> Table Below.
Role in Incident	role	Integer, 2	Mandatory	People identified in an incident as Victim, Witness/Bystander, Offender. See Section <b>3.2.5 Role in Incident</b> Table Below.
Physical Injury	injurysustained	true/false	Mandatory	See Physical Injury in Appendix 1. True/false selection if an injury has occurred. Expressed as 1/0.
Description of Injury	injurydescription	Text, 255	Mandatory if injury or serious bodily injury is indicated	Free form text used to describe the nature of the injuries.
Serious Bodily (Physical) Injury as defined by U.S.C. 18 Section 1365(3)(h)	injuryserious	true/false	Mandatory if Injury is indicated	See Serious Bodily (Physical) Injury in Appendix 1. True/false selection if Serious Bodily Injury has occurred. Expressed as 1/0.

### 3.2.3 Relationship to School

Relation To School-Code	Description	Detail
3	Inactive Student	A student who has previously attended and graduated, dropped out, withdrawn or was expelled from this school.
15	Other Student	A student not enrolled at the school where the incident occurred (Includes students currently enrolled at a different school).
16	Administrator	Administration Staff (Includes Administrators from the school and district where the incident occurred).
17	Teacher	A teacher employed by the school or district, to provide instruction to students where the incident occurred.
18	Substitute Teacher	A teacher employed by the school or district, to temporarily provide instruction to students where the incident occurred.
19	Teacher's Aide	A school or district employee that assists the instructor in the classroom.
20	Student Teacher	A person that assists the instruction of a classroom to fulfill their educational requirements (Includes Interns).
21	Nurse or other Health Care Professional	Medical staff (includes RN's, LPN's, CAN's and EMT's).
22	School Counselor	A school or district employee that assists students with academic achievement, personal/social development and career development.
23	Social Worker	A school or district employee that can assist with assessing and diagnosing students for special education programs, individual counseling with students with mental health difficulties and meeting with parents, teachers and school support staff.
24	Office Staff	School or district staff that provides clerical or office support.
25	Cafeteria Staff	School or district staff working in the preparation and serving of meals at the school.
26	Maintenance Staff	School or district staff responsible for the upkeep and repairs of school/district property and grounds.

Relation To School-Code	Description	Detail
27	Transportation Staff	School or district staff responsible for the delivery of students to and from school and school related events.
28	SRO	A law enforcement officer with sworn authority to maintain public order and make arrests with an assignment to a school or schools within that district.
29	JPO	A court appointed juvenile probation officer assigned to the school or schools within that district
30	Security Staff	People who protect the safety and security of the school and district buildings and occupants.
31	Parent/Guardian	Parent or guardian of a student enrolled in the school where the incident occurred.
32	Vendor	A business representative conducting business on the school site where the incident occurred.
33	Visitor	A person authorized to be present on school grounds, for legitimate purposed, where the incident occurred.
34	Trespasser	Any person present on school property where the incident occurred during business or non-business school hours without permission from the school administration or district.
35	Other	Free form text to describe the person's relationship to the school.

### 3.2.4 Type of Employment

The relationship of school/district staff to the school is further defined as follows:

Type Code	Type	Definition
C	Certified	Per District Policy
R	Contracted	Personnel employed by an outside agency that provide services for the school/district.

### 3.2.5 Role in Incident

Roles ID	Role	Description
1	Offender	Person who has exhibited behavior determined to violate Federal, State, County, City laws or District, School, or School Board policies.
2	Victim	Person who has suffered from an unlawful act, whether a personal or property crime.
3	Bystander or witness	<u>Bystander</u> : Someone that is present but not taking part in a situation or event, a chance spectator (Paraphrased from Merriam Webster On-Line Dictionary). <u>Witness</u> : Someone who has firsthand knowledge about an incident through their senses (e.g. seeing, hearing, smelling, touching), and can help certify important considerations to the incident or event (Paraphrased from Wikipedia).

### 3.2.6 Race/Ethnicity

Code	Short Description	Description
A	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. This also includes a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
B	Black or African American ( Not Hispanic)	A person having origins in any of the black racial groups of Africa.
H	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.
I	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America ( Including Central America ), and who maintains a cultural identification through tribal affiliation or community recognition.
W	White (Not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

### 3.2.7 SPED

SPED_Code	Need_Description
A	Autism
ED	Emotional Disability
EDP	Emotional Disability (separate facility, private school)
HI	Hearing Impairment
MD	Multiple Disabilities
MDSSI	Multiple Disabilities - Severe Sensory Impairment
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation
OHI	Other Health Impairment
OI	Orthopedic Impairment
PSL	Preschool - Speech/Language Delay
PMD	Preschool - Moderate Delay
PSD	Preschool - Severe Delay
SLD	Specific Learning Disability
SLI	Speech/Language Impairment
SMR	Severe Mental Retardation
TBI	Traumatic Brain Injury
VI	Visual Impairment

### 3.3 Violations

Violations are characterized by a hierarchical data structure as shown by the table in Section 3.3.2. This table is a “lookup table”. The data that need to be captured at the incident-person level is given in the table in Section 3.3.1. Violations definitions and related Arizona statutes are presented in the appendices. A violation is committed by a particular person involved in a particular incident. That person may have committed more than one violation in that particular incident. Hence each violation has to have an association to a person and to an incident and carry its own ID.

#### 3.3.1 Violation Data Capture

Field	XML Field	Format	Collection	Description
Incident ID	SMSIncidentID	Integer, 10	Mandatory	As generated by the SMS Incident Module.
SMS Person ID	SMSPersonId	Integer, 18	Mandatory	A Person ID generated by the SMS Incident Module for all person types (students and all other people involved).
Violation ID	SMSViolationid	Integer, 10	Mandatory	As generated by SMS Incident Module.
Violation Category Code	violationcategory	Integer 3	Optional	See Section 3.3.2 for values.
Violation Code	violationcode	Integer 3	Mandatory	See Section 3.3.2 for values.
Primary Violation Indicator	primaryviolationind	Integer 1	Mandatory	1= Primary; 0= Secondary. In one incident there should be only one primary violation and rest should be secondary. See Appendix 6 Primary Violation Ranking for instructions.
Violation Detail Level 1	violationdetail1	Integer 3	Mandatory as the violation entails. See Section 3.3.2	See Section 3.3.2 for values.
Violation Detail Level 2	violationdetail2	Integer 3	Mandatory as the violation entails. See Section 3.3.2	See Section 3.3.2 for values.
Violation detail Level 3	violationdetail3	Integer 3	Mandatory as the violation entails. See Section 3.3.2	See Section 3.3.2 for values.
Free Form Text	freeformtext	Text, 500	Mandatory as the violation entails. See Section 3.3.2	See Section 3.3.2 for requirement. A textual description is required for all violations that do not fit into a predefined type.



### 3.3.2 Violation Data Hierarchy

The classification of a long list of various violations yielded a 5 level hierarchy as shown below. The violation category is aimed at facilitating the display of the violations for data entry dropdown windows and the creation of high level reports. The additional 3 detail levels relate only to certain violations. For violations that cannot be classified by defined codes, a text entry describing the specifics is required. Also some violations are required by statute to be reported to law enforcement. This requirement is indicated in the last column of the table. All Violations with an asterisk (\*) must be submitted to ADE; Violations with two asterisks (\*\*) must be reported to law enforcement and submitted to ADE.

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
5	Aggression										
		36	**Aggravated Assault								Y
		35	*Assault								
		33	Disorderly Conduct								
		89	*Endangerment								
		34	*Fighting								
		84	Minor Aggressive Act								
		90	Recklessness								
		32	Verbal Provocation								
		37	Other Aggression							Y	
11	Alcohol, Tobacco and Other Drugs										
		55	*Alcohol Violation								
						3	Possession				

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				
		57	*Drug Violation								
				40	Drug Paraphernalia					Y	
						3	Possession				
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				
				34	**Inhalants					Y	Y
						3	Possession				
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
				38	*Over the Counter Drug ( Inappropriate Use of )					Y	
						3	Possession				
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				
				37	**Prescription Drug (Inappropriate use of)					Y	Y
						3	Possession				
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				
				42	Substance represented as illicit drug					Y	
						3	Possession				

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				
				41	**Illicit Drug					Y	Y
						3	Possession	2	Cocaine or Crack		
						1	Sale, Distribution, or Intent to Sell or Distribute	1	Ecstasy		
						4	Share	6	Hallucinogen		
						2	Use	7	Heroin		
								8	Marijuana		
								9	Methamphetamine		
								13	Other Illicit Drug		
				43	**Unknown Drug						
						3	Possession				Y
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
		56	*Tobacco Violation								
						3	Possession				
						1	Sale, Distribution, or Intent to Sell or Distribute				
						4	Share				
						2	Use				
1	Arson										
		18	**Arson of an occupied structure								Y
		17	*Arson of structure or property								
2	Attendance Policy Violation										
		19	Leaving School Grounds without Permission								
		85	Tardy								
		20	Truancy								
		92	Unexcused Absence								
		21	Other Attendance Violation								
4	Harassment, Threat and Intimidation										

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
		29	*Bullying								
		28	*Harassment, nonsexual								
		31	*Hazing								
		30	*Threat or Intimidation								
16	Homicide	83	**Homicide								Y
15	Kidnapping	82	**Kidnapping								Y
12	Lying, Cheating, Forgery or Plagiarism										
		65	Cheating								
		66	Forgery								
		64	Lying								
		67	Plagiarism								
14	Other Violations of School Policies										
		87	Combustible								
		77	Possession of Contraband								
		79	Defiance or Disrespect Towards Authority and Non-Compliance								

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
		72	Disruption								
		74	Dress Code Violation								
		76	Gambling								
		78	Language, Inappropriate								
		86	Negative Group Affiliation								
		75	Parking Lot Violation								
		73	Public Display of Affection								
		80	Other Violation of School Policies							Y	
6	School Threat										
		39	**Bomb Threat								Y
		40	**Chemical or Biological Threat								Y
		38	**Fire Alarm Misuse								Y
		41	*Other School Threat							Y	
7	Sexual Offenses										
		43	*Harassment, Sexual								
		93	*Harassment, Sexual with Contact								

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
		42	Indecent Exposure or Public Sexual Indecency								
		88	Pornography								
		44	**Sexual Abuse or Sexual Conduct with a Minor or Child Molestation								Y
		45	**Sexual Assault (Rape)								Y
13	Technology, Improper use of										
		68	Computer								
		70	Network Infraction								
		69	Telecommunication device								
		71	Other Technology							Y	
3	Theft										Y
		27	**Armed Robbery								
		24	**Burglary (First Degree)								Y
		23	*Burglary or Breaking and Entering (Second or Third Degree)								



Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
		25	*Extortion								
		94	Petty Theft								
		26	*Robbery								
		22	Theft								
				2	Non school property						
				1	School Property						
9	Trespassing	49	Trespassing								
8	Vandalism or Criminal Damage										
		48	Graffiti or tagging								
		47	*Vandalism of personal property								
		46	*Vandalism of school property								
10	Weapons and Dangerous Items										
		53	*Dangerous Items								
				28	Air Soft Gun						
				24	B.B. Gun						
				22	Knife with a blade length of less than 2.5 inches						
				30	Laser Pointer						
				29	Letter Opener						

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
				26	Mace/Pepper Spray						
				32	Paintball Gun						
				25	Pellet Gun						
				23	Razor Blade/Box Cutter						
				33	Simulated Knife						
				31	Taser or Stun Gun						
				27	Tear Gas						
				45	Other					Y	
		50	**Firearms								
				11	Handgun or pistol						Y
				12	Shotgun or Rifle						Y
				15	Starter gun or pistol						Y
				44	Destructive device i.e. Bomb or Grenade						
				16	Other firearm or Destructive device					Y	Y
		54	Simulated Firearm							Y	
		52	**Other Weapons								

Category		Violation		Violation Detail Level 1		Violation Detail Level 2		Violation Detail Level 3		Free Form Text	Mandatory reporting to Law Enforcement
Code	Name	Code	Name	Code	Name	Code	Name	Code	Name		
				19	Brass Knuckles						Y
				17	Knife with a blade length of at least 2.5 inches						Y
				18	Nunchakus						Y
				21	Billy Club						Y

One asterisk (\*) violations are reported to ADE. Two asterisks (\*\*) violations are reported to law enforcement and submitted to ADE.

### 3.3.3 Mandatory Law Enforcement Notification Messaging

The SMS Incident Module shall alert the user when an entered violation requires notification to the school's local law enforcement authority. This can be done as a pop-up message whenever such violation is entered.

**Note:**

Definitions and legal references for violations are given in Appendices 1 and 2.

### 3.4 Actions

Actions are taken towards a specific violation committed by a specific person in a specific incident. Some initial action necessitates successive actions hence the system has to provide entry and storage of multiple actions per person per violation in any given incident.

**Not every Action requires all fields; the table in Section 3.4.2 shows what fields are required for each particular action.**

#### 3.4.1 Action Data Elements

Field	XML Field	Format	Collection	Description
Incident ID	SMSIncidentID	Integer, 10	Mandatory	As generated by the SMS Incident Module.
SMS Person ID	SMSPersonId	Integer, 18	Mandatory	A Person ID generated by the SMS Incident Module for all person types (students and all other people involved).
Violation ID	SMSViolationId	Integer, 10	Mandatory	As generated by the SMS Incident Module.
Action ID	SMSActionid	Integer, 10	Mandatory	SMS Generated Action ID, for the action taken in response to the violation (Note: There can be multiple actions in response to a violation). See Appendix B for actions descriptions.
Action Code	actioncode	Integer 3	Mandatory	Code of action taken. <b>See values in Section 3.4.2.</b>
Date Action Decided	actiondecidedate	yyyy-mm-dd	Mandatory	Date that the consequence to the violation was decided.
Scheduled Date-Hearing/Review Date	scheduledate	yyyy-mm-dd	Mandatory where required	Date on which that action requires hearing or review, related to actions with due process.
Assigned Action Start Date	startdate	yyyy-mm-dd	Mandatory where required	Date the action is to begin.
Assigned Action End Date	enddate	yyyy-mm-dd	Mandatory where required	Date that action is to end.
Action Review Date	reviewdate	yyyy-mm-dd	Mandatory where required	Date the action is to be reviewed for further evaluation.
Number of Removal/ Reassignment Days	removaldays	Decimal(4,2)	Mandatory where required	Number of days the student is suspended/ removed/ reassigned on actions under Due Process. Expressed by ##. ##
Action Completed	iscompleted	true/false	Mandatory	Expressed as 1/0.

Field	XML Field	Format	Collection	Description
Action Comments	actioncomments	Text, 255	Optional	Free form text field to record additional comments.
Other Action Description	otheractiondescription	Text, 255	Mandatory where required	Free Text field to describe action taken for action code 86.
Name of Place a Student Moved to	placemovedto	Text, 50	Mandatory where required	Name of Class (92), School (94), Agency (84), and Alternative Education Setting (89) a student is moved to.
Police Report #	policereportnumber	Text, 20	Mandatory where required	As received from Law Enforcement when/after notified.
Results of referral to law Enforcement	lawenforcementresult	Integer, 3	Mandatory where required	See values in Section <b>3.4.3 Results of Referral to law Enforcement</b> .

### 3.4.2 Action Data Elements Relationships

The following table shows Action Codes and what data elements are required for each type of action. All Actions with asterisk (\*) must be submitted to ADE.

**Note:** Assigned Action Start Dates and Assigned Action End Dates of all the actions related to “Removal” Category, must be submitted to ADE.

Category for Reference only	Action	Action Code	Date Action Decided	Action Completion Status (true/false)	Action Comments (Text)	Assigned Action Start Date	Assigned Action End Date	Action Review date	Scheduled Hearing/Review Date	*Removal/ Reassignment # of days	Other Action Description (Text)	Name of Place Moved To (Text)	Police Report #	Results of referral to law Enforcement
No Action	No Action Taken	51	x		x									
Actions Completed In One Day	Confiscation Of Contraband	69	x	x	x									
	Demerit	75	x	x	x									
	Drug Test	116	x	x	x									
	*Local Law Enforcement Contacted	83	x	x	x								x	x
	Parent Conference	68	x	x	x									
	Parent Notification	67	x	x	x									
	Referred To Outside Agency	84	x	x	x							x		
	Student Conference	66	x	x	x									
	Student Verbal Apology	64	x	x	x									
	Student Written Apology	65	x	x	x									
	Warning	61	x	x	x									
	Withdrawal	60	x	x	x									
Actions Completed In One Or More Days	Behavior Contract	71	x	x	x	x	x	x						
	Behavior Intervention Groups: Anger Management Group	95	x	x	x	x	x	x						
	Behavior Intervention Group: Drug Prevention Group	96	x	x	x	x	x	x						

Category for Reference only	Action	Action Code	Date Action Decided	Action Completion Status (true/false)	Action Comments (Text)	Assigned Action Start Date	Assigned Action End Date	Action Review date	Scheduled Hearing/Review Date	*Removal/ Reassignment # of days	Other Action Description (Text)	Name of Place Moved To (Text)	Police Report #	Results of referral to law Enforcement
	Behavior Intervention Group: Other Group	97	x	x	x	x	x	x			x			
	Behavior Intervention Plan	72	x	x	x	x	x	x						
	Community Service	80	x	x	x	x	x	x						
	Detention	62	x	x	x	x	x	x						
	Functional Behavioral Assessment	74	x	x	x	x	x	x						
	Meeting With School Counselor	76	x	x	x	x	x	x						
	Peer Mediation	79	x	x	x	x	x	x						
	Privileges Suspended	70	x	x	x	x	x	x						
	Restitution	81	x	x	x	x	x	x						
	Saturday School	63	x	x	x	x	x	x						
	Teen Court	78	x	x	x	x	x	x						
	Threat Assessment	117	x	x	x	x	x	x						
	Work Detail	82	x	x	x	x	x	x						
Actions within Due Process	Appeal Review	54	x	x	x				x					
	Board Review	53	x	x	x				x					
	Disciplinary Hearing	52	x	x	x				x					
	IEP Team Meeting	55	x	x	x				x					
	Manifestation Determination	56	x	x	x				x					
	Placement Review Committee	57	x	x	x				x					
Removal	*Expulsion With Service	105	x	x	x	x								
	*Expulsion Without Service	106	x	x	x	x								
	*In School Suspension - Long Term With Services	123	x	x	x	x	x			x				
	*In School Suspension - Long	122	x	x	x	x	x			x				

Category for Reference only	Action	Action Code	Date Action Decided	Action Completion Status (true/false)	Action Comments (Text)	Assigned Action Start Date	Assigned Action End Date	Action Review date	Scheduled Hearing/Review Date	*Removal/ Reassignment # of days	Other Action Description (Text)	Name of Place Moved To (Text)	Police Report #	Results of referral to law Enforcement
	Term Without Services													
	*In School Suspension - Short Term With Services	121	x	x	x	x	x			x				
	*In School Suspension - Short Term Without Services	100	x	x	x	x	x			x				
	*Out Of School Suspension - Long Term With Services	103	x	x	x	x	x			x				
	*Out Of School Suspension - Long Term Without Services	104	x	x	x	x	x			x				
	*Out Of School Suspension - Short Term With Services	101	x	x	x	x	x			x				
	*Out Of School Suspension - Short Term Without Services	102	x	x	x	x	x			x				
	*Removal By Hearing Officer For Likely Injury To Self Or Others	91	x	x	x	x	x			x				
	*Removal By Student's IEP Team To An Interim Alternative Education Setting	89	x	x	x	x	x			x		x		
	*Reassignment To A Different Class	92	x	x	x	x	x			x		x		
	*Reassignment To Another School Within District	94	x	x	x	x	x			x		x		
<b>Other Action</b>	Other Action	86	x	x	x	x	x	x			x			
<b>Victim Related Actions</b>	Victim Notified On Right To transfer	85	x	x	x									



Category for Reference only	Action	Action Code	Date Action Decided	Action Completion Status (true/false)	Action Comments (Text)	Assigned Action Start Date	Assigned Action End Date	Action Review date	Scheduled Hearing/Review Date	*Removal/ Reassignment # of days	Other Action Description (Text)	Name of Place Moved To (Text)	Police Report #	Results of referral to law Enforcement
	Meeting with school counselor	118	x	x	x									
	Referred to outside agency	119	x	x	x									
	Other Action	120	x	x	x						x			

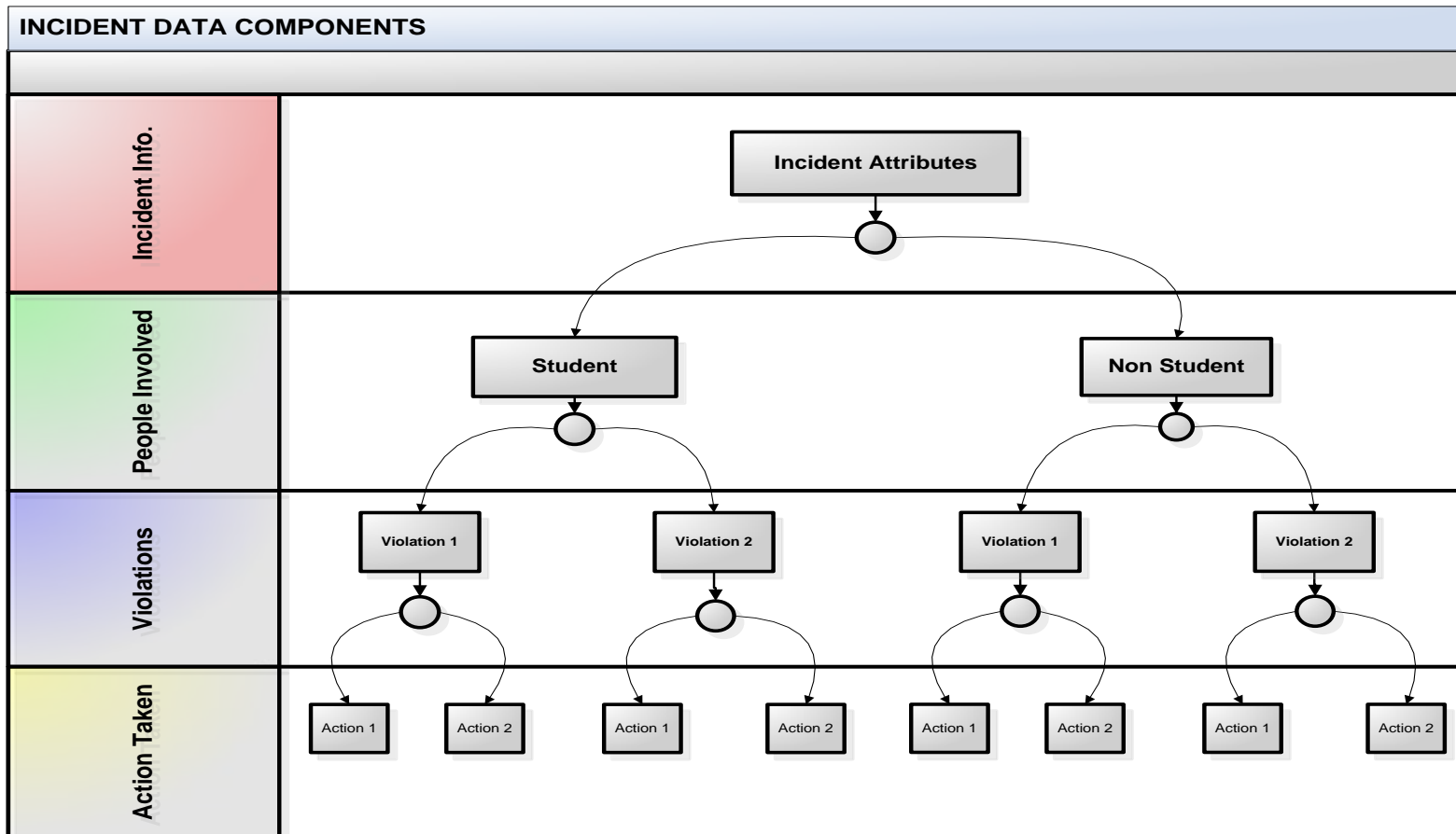
\*Must be reported to ADE.

### 3.4.3 Results of Referral to law Enforcement

Law Enforcement Action ID	Law Enforcement Action Description
1	Felony Charges
2	Misdemeanor charges
3	No Charges
4	Probation
5	Unknown

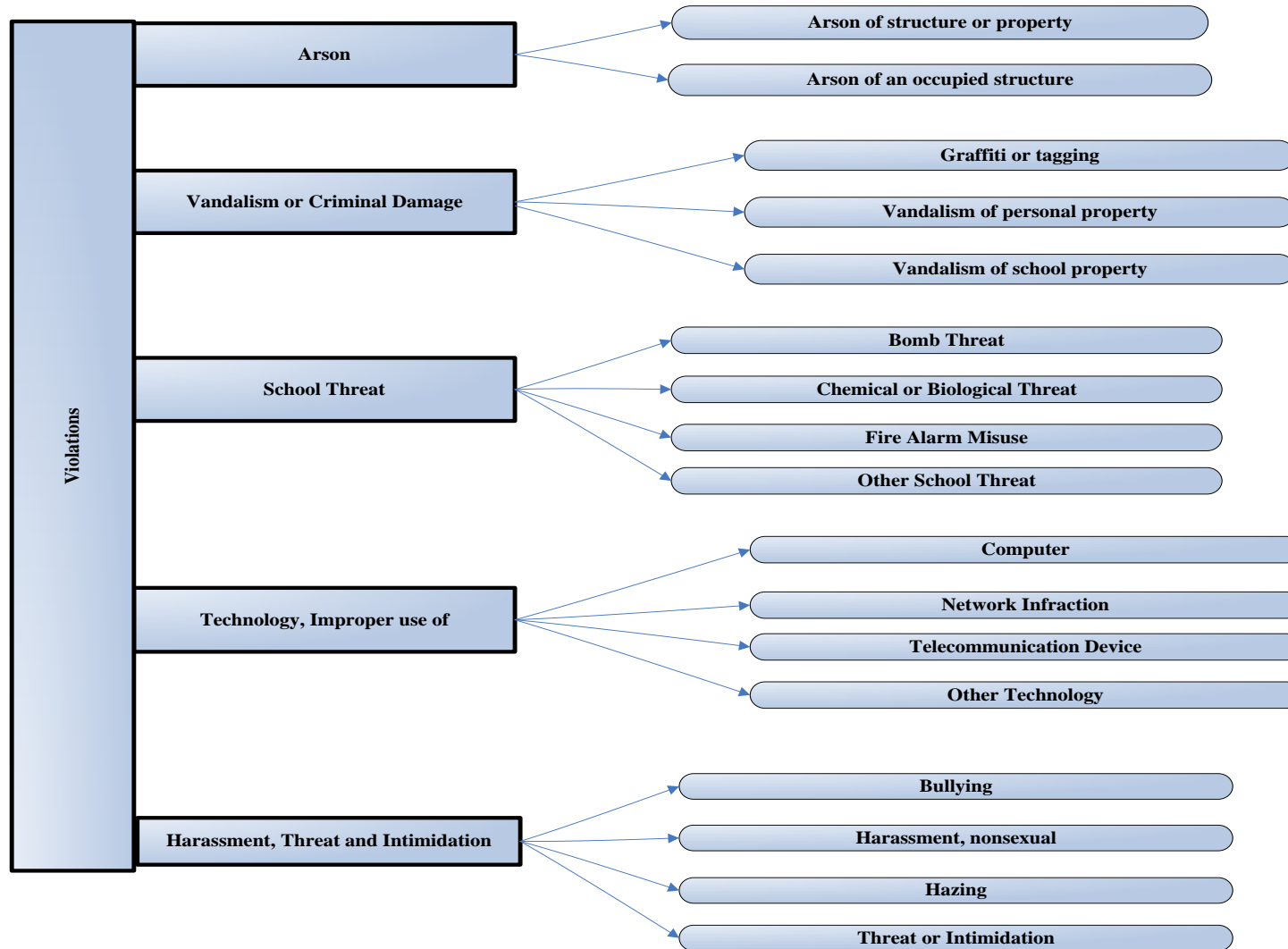
## 4 PROCESS FLOW AND DATA STRUCTURE

### 4.1 Incident Data Components

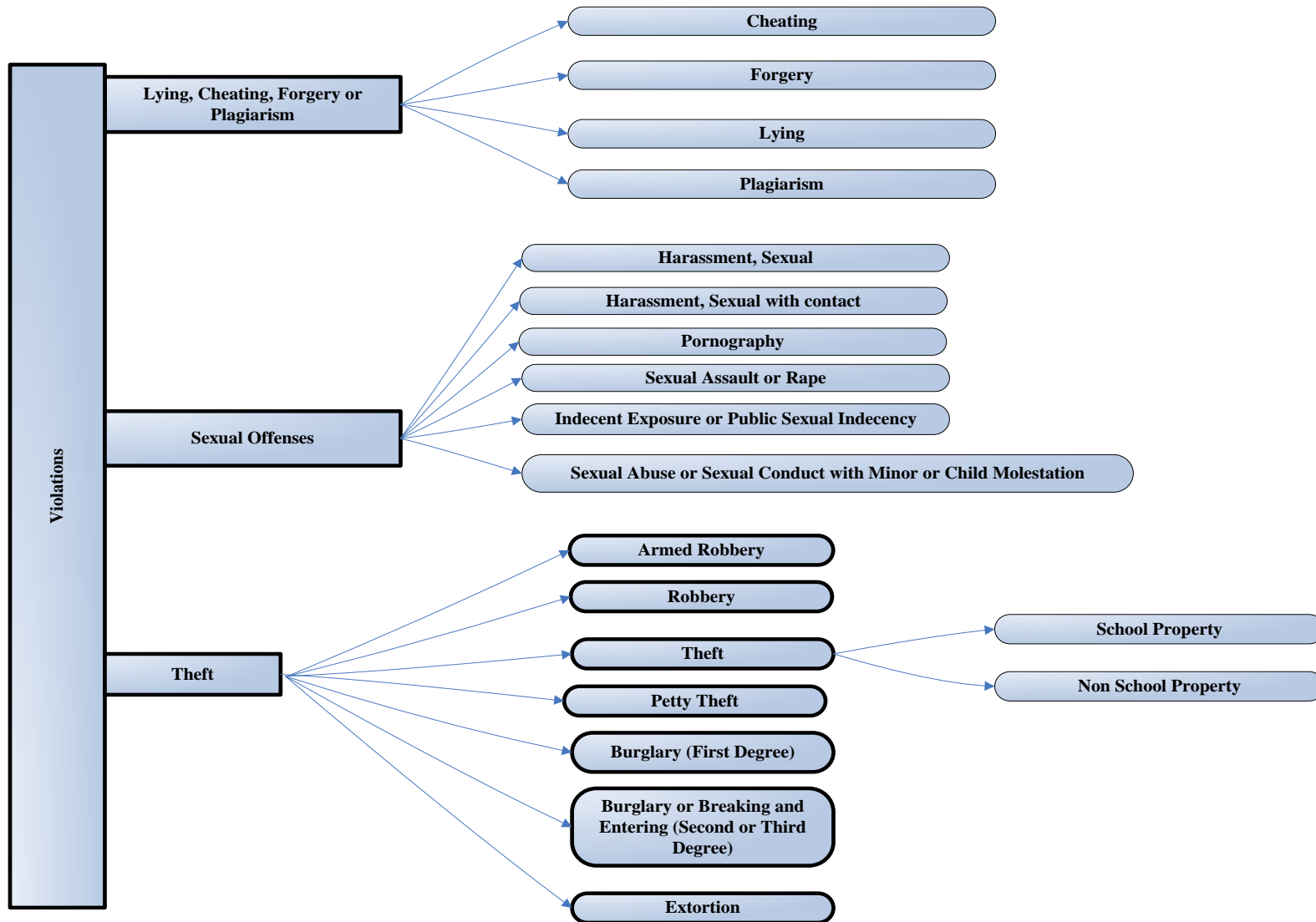


## 4.2 Violations Structure

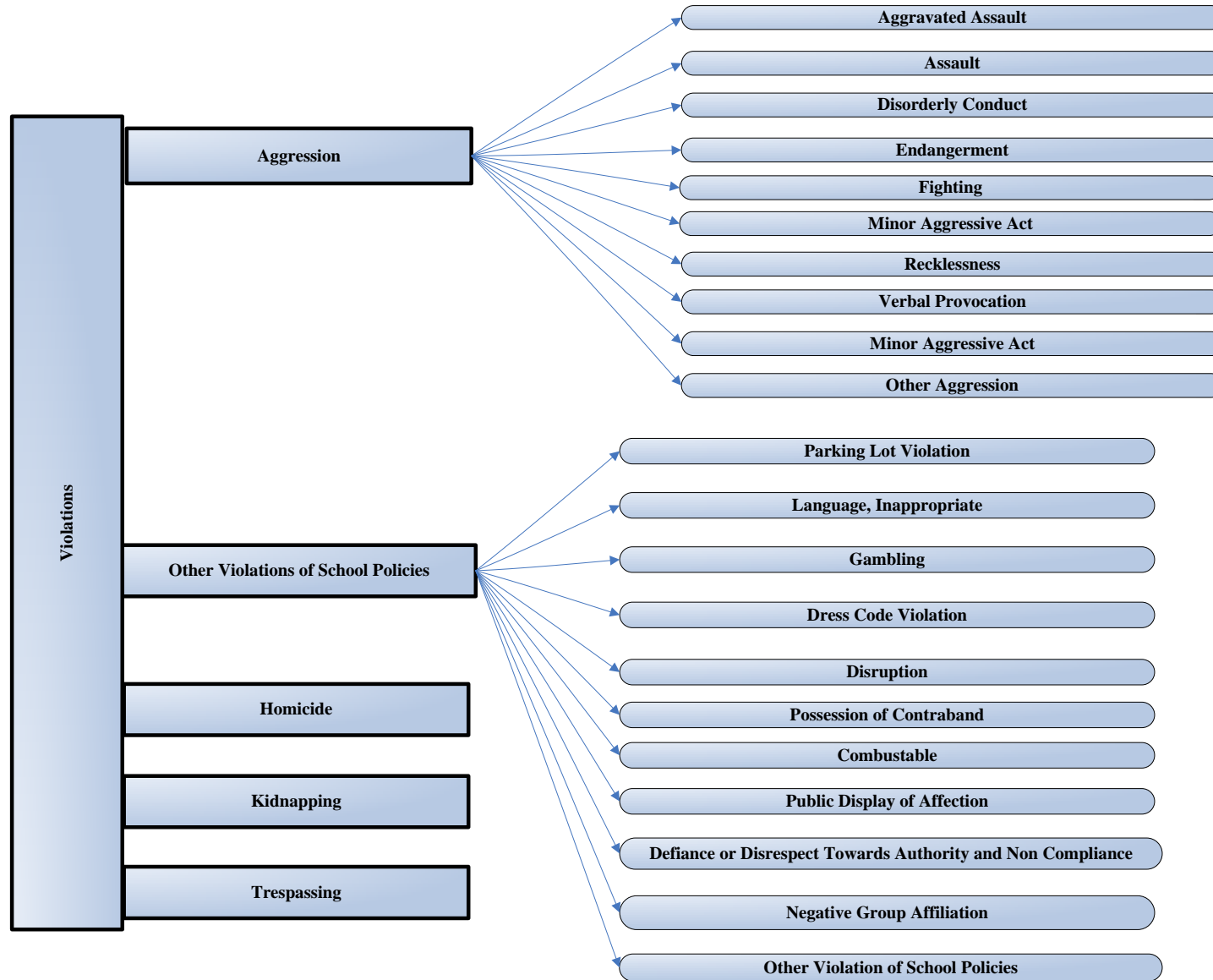
### 4.2.1



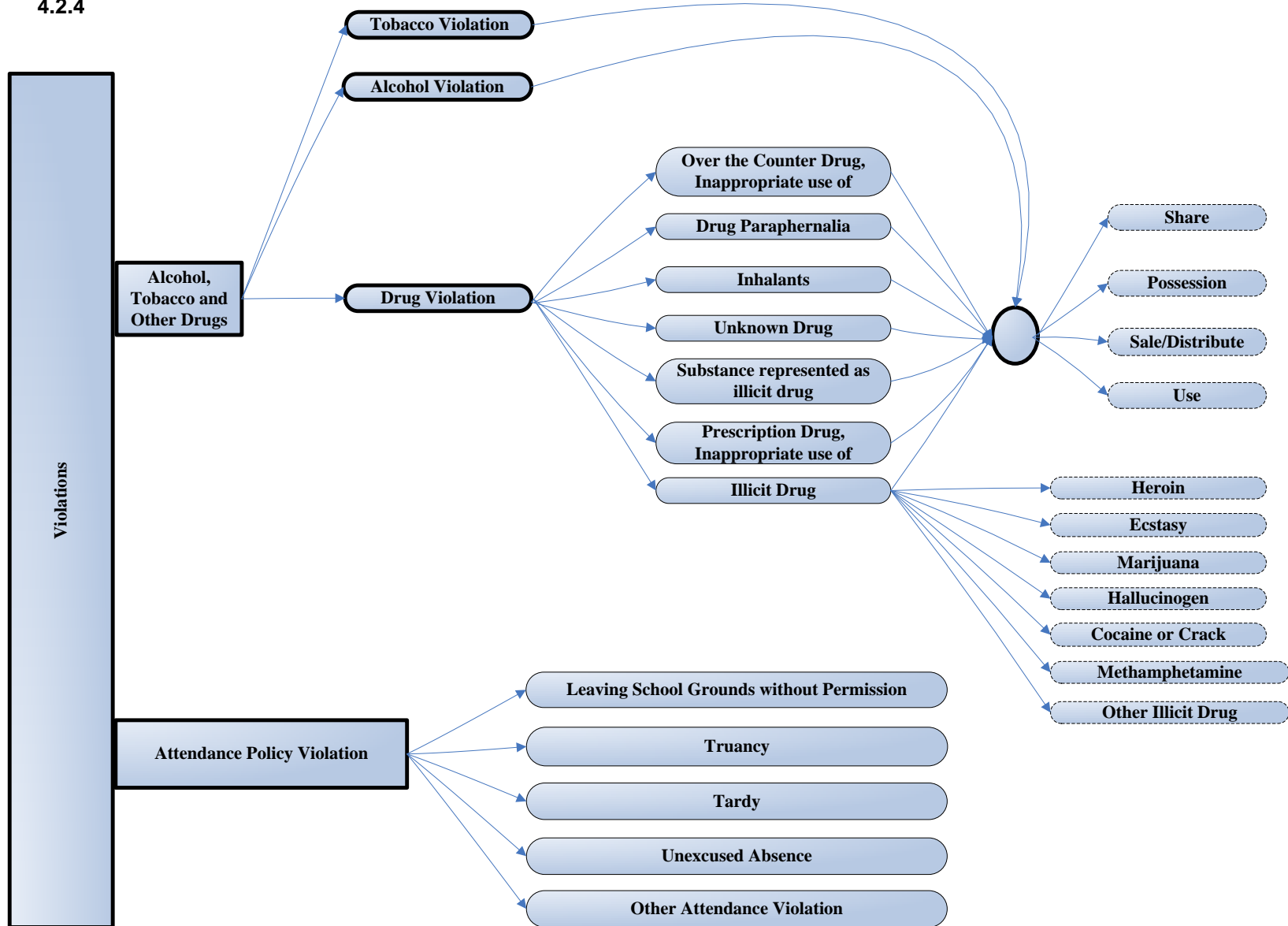
#### 4.2.2



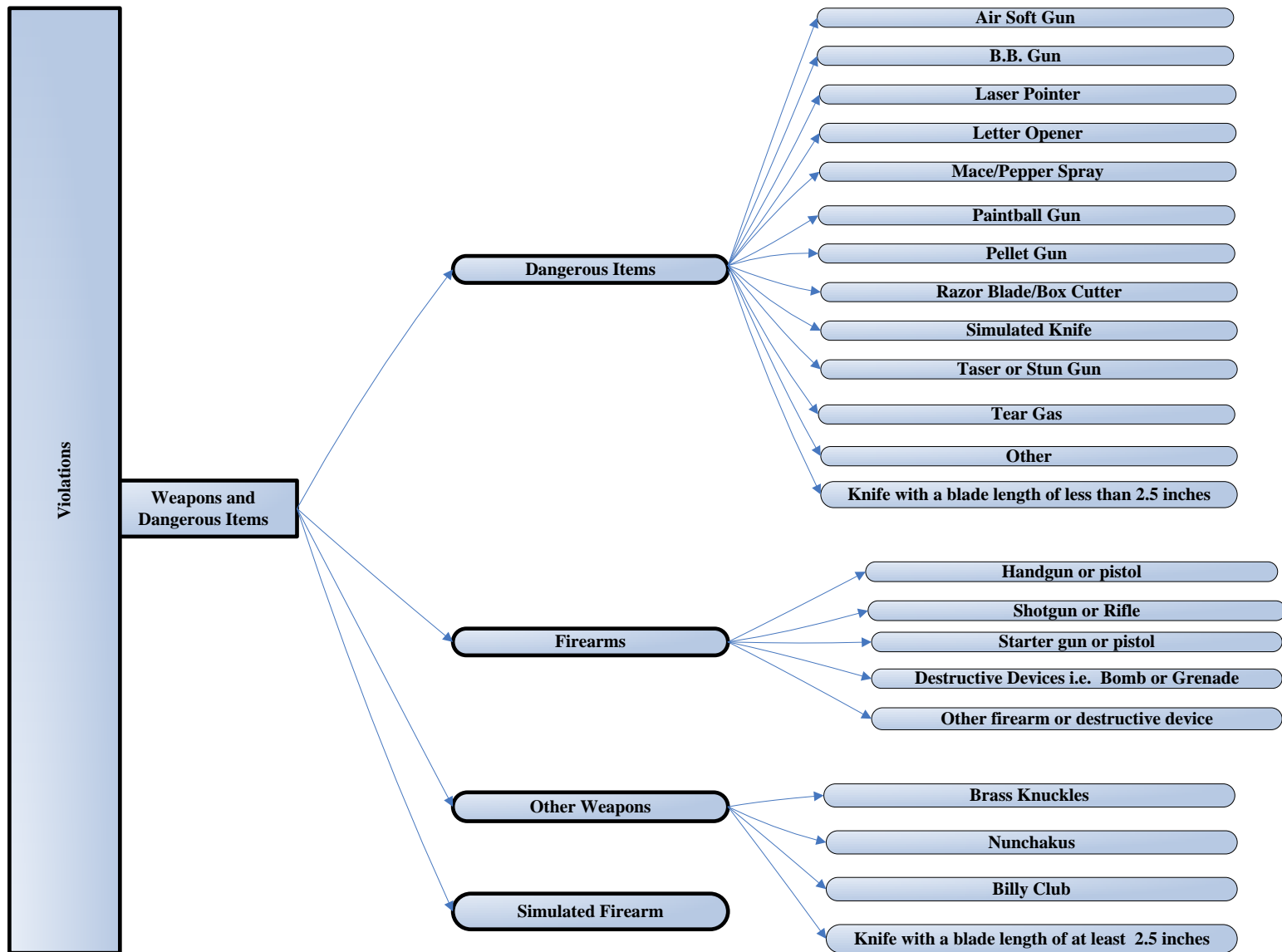
#### 4.2.3



#### 4.2.4

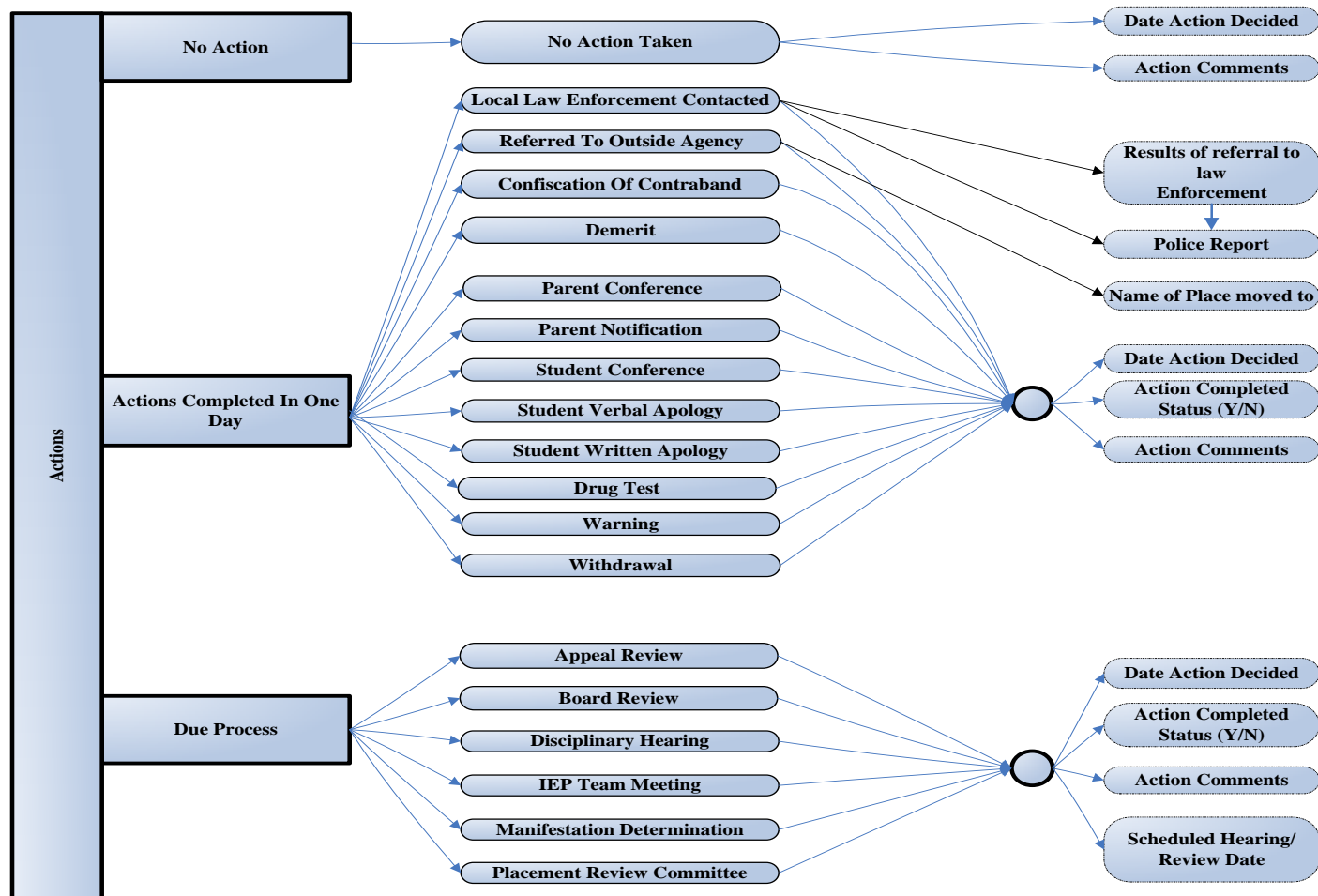


#### 4.2.5



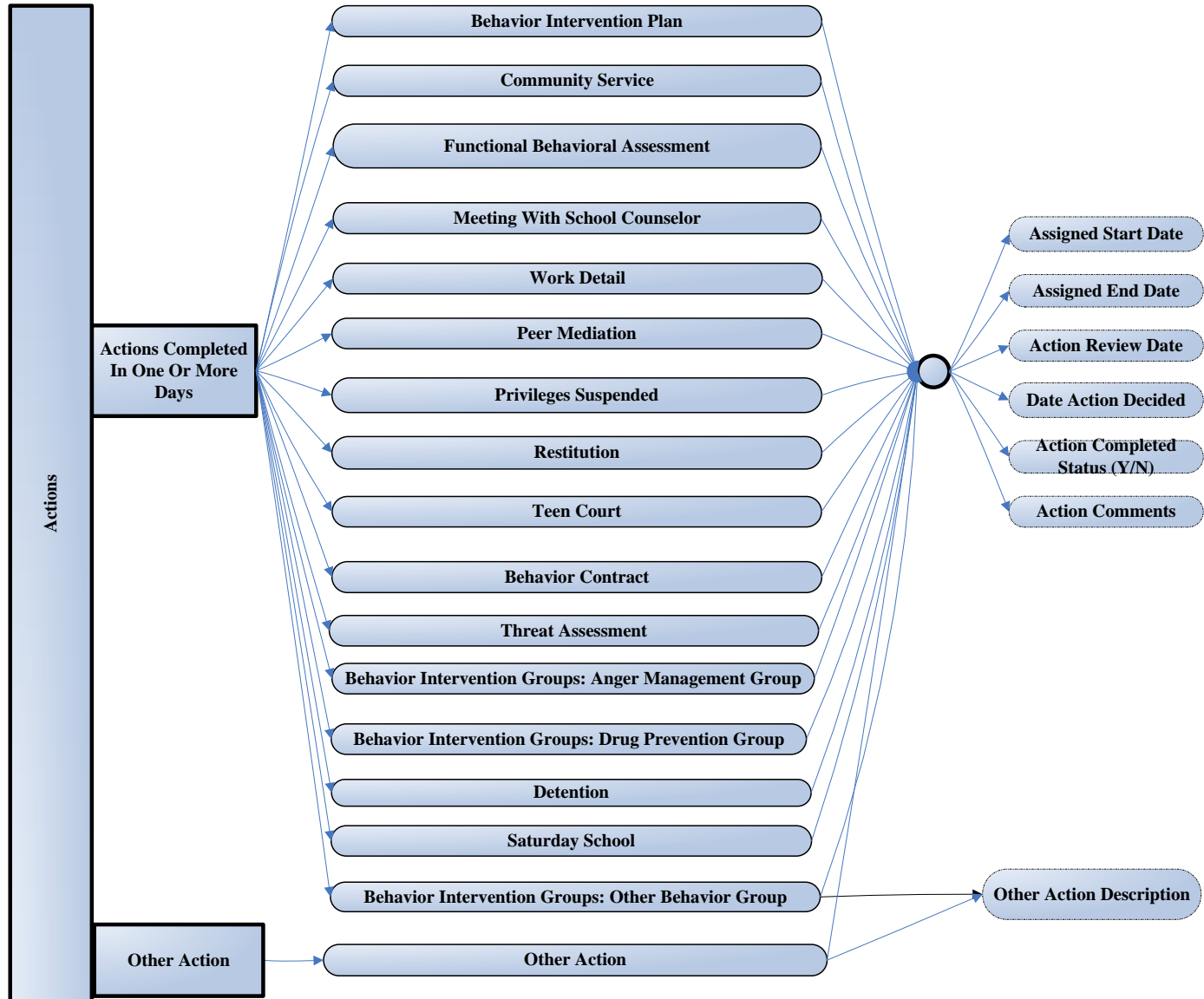
## 4.3 Actions Structure

### 4.3.1

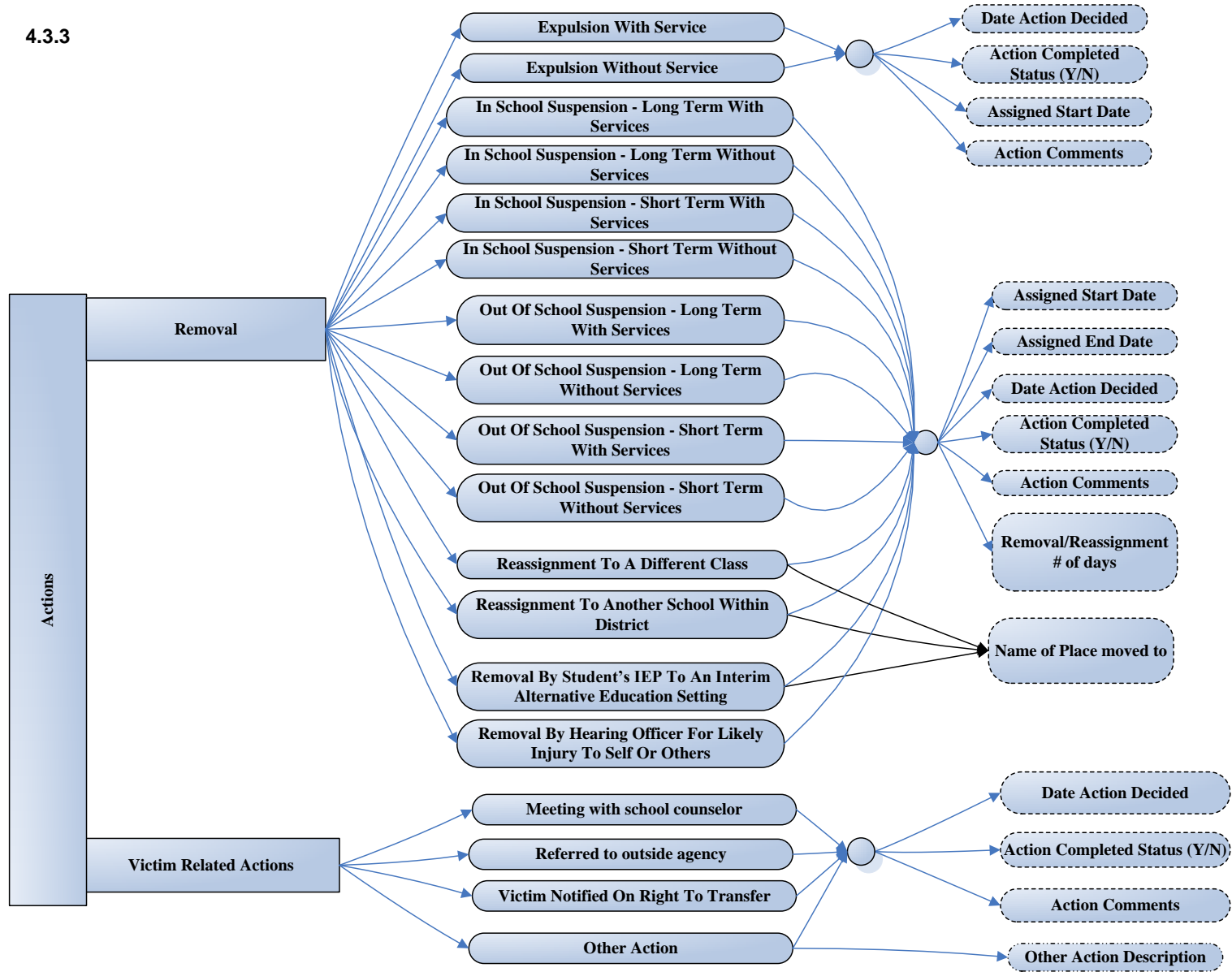




#### 4.3.2



### 4.3.3



## Appendix 1 – Basic Terms and Definitions

The purpose of Az SAFE is to provide the information educators need to maintain and improve the safety of their schools. Az SAFE provides a standardized system for accurately tracking, managing and reporting school safety and disciplinary incident data.

### Definitions

Incident: An event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom. Incidents range from minor problem behaviors to criminal acts and typically result in referral for disciplinary assessment. An incident is described by the violation(s) that occurred, the people involved, and the date, time, and location of occurrence.

Violation: A violation is a crime or infringement of a law, policy, right, or expectation. Please see Az SAFE Definitions of Violations Matrix.

People: People who may be involved in an incident include an offender, victims, witnesses, and bystanders. These people may be students attending the school, students attending other schools, school staff, vendors, visitors, or others.

Offender: An individual that commits a violation. An offender can be a student or non-student and may or may not have a relationship with the school.

An incident can be further described as bias/hate or gang related, and whether there were physical injuries.

Bias/Hate Related Incidents: An incident is considered bias/hate related when one could reasonably conclude that it was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Such characteristics include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation (Hartwick College, Campus Life, Student Life, Office of Campus Safety).

Gang: A gang can be described as a group of persons, usually youths, who share a common identity and who often engage in criminal behavior. In contrast to the criminal behavior of other youths, the activities of gangs are characterized by some level of organization and continuity over time. There is no consensus on the exact definition of a gang, however, and scholars have debated whether the definition should expressly include involvement in crime. Some gangs, but not all, have strong leadership, formalized rules, and extensive use of common identifying symbols. Many gangs associate themselves with a particular geographic area or type of crime, and some use graffiti as a form of nonverbal communication (Britannica Online Encyclopedia).

Gang Related Incident: An incident is considered gang related when an incident occurs where the participants, suspects or victims, are identified as gang members or affiliates.

Physical Injury: Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. USED Education Data Exchange Network (EDEN)

Serious Bodily (physical) Injury: A bodily (physical) injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. Section 1365(3)(h)).

## Appendix 2 - Violation Category definitions

Violation Category Code	Violation Category	Definition/References
1	Arson	See Related Violation. (Codes: 17 to 18).
2	Attendance Policy Violation	Violation of state, school district, or school policy relating to attendance.
3	Theft	Theft: Indicate whether School Property or Non-School Property. Dollar amount is recorded on the incident description page. A.R.S. §13-105.11 Extortion, Burglary-First Degree and Armed Robbery. Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.
4	Harassment, Threat and Intimidation	Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.
5	Aggression	See Related Violation. (Codes: 32 to 37).

Violation Category Code	Violation Category	Definition/References
6	School Threat	<p>School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution: 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 to harm students or staff (SIN).</p> <p><u>A.R.S. §13-2911. Interference with or disruption of an educational institution</u></p> <p>A. A person commits interference with or disruption of an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: <ol style="list-style-type: none"> <li>(a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.</li> <li>(b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.</li> </ol> </li> <li>2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.</li> <li>3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subSection C of this Section.</li> </ol> <p>B. To constitute a violation of this Section, the acts that are prohibited by subSection A, paragraph 1 of this Section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.</p> <p>J. For the purposes of this Section:</p> <ol style="list-style-type: none"> <li>3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.</li> </ol>
7	Sexual Offenses	Consider age and developmentally appropriate behavior before using this category.

Violation Category Code	Violation Category	Definition/References
8	Vandalism or Criminal Damage	<p>Vandalism or Criminal Damage: Willful destruction or defacement of school or personal property.</p> <p>A.R.S. §13-1602. Criminal damage; A person commits criminal damage by recklessly:</p> <p>Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.</p> <p>Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles.</p> <p>Note: When using this code record the cost of repairing or replacing the damaged property under "Cost."</p>
9	Trespassing	<p>To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or <u>expulsion</u> and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (SDFS Terms and Definitions).</p> <p><u><b>A.R.S. §13-1503. Criminal trespass in the second degree:</b></u> A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p>
10	Weapons and Dangerous Items	<p>Weapons and Dangerous Items:</p> <p>A.R.S §13-3101. Definitions</p> <p>A. In this chapter, unless the context otherwise requires:</p> <p>1. "Deadly weapon" means anything that is designed for lethal use. The term includes a firearm.</p> <p>3. "Explosive" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.</p> <p>7. "Prohibited weapon" means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including any of the following:</p> <p>(a) Explosive, incendiary or poison gas:</p> <p>(i) Bomb.</p> <p>(ii) Grenade.</p> <p>(iii) Rocket having a propellant charge of more than four ounces.</p> <p>(iv) Mine.</p> <p>(b) Device that is designed made or adapted to muffle the report of a firearm.</p> <p>(c) Firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.</p> <p>(d) Rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any</p>

Violation Category Code	Violation Category	Definition/References
		<p>firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.</p> <p>(e) Instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.</p> <p>(f) Breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.</p> <p>(g) Chemical or combination of chemicals, compounds or materials, including dry ice, that is placed in a sealed or unsealed container for the purpose of generating a gas to cause a mechanical failure, rupture or bursting of the container.</p> <p>(h) Combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in subdivision (a) or (f) of this paragraph.</p> <p>Table 5-Report of Children with Disabilities Subject to Disciplinary Removal 2005-2006 School Year. Dangerous Weapon. A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. Section 930(g) (2)).</p>
11	Alcohol, Tobacco and Other Drugs	See Related Violation. (Codes: 55 to 57).
12	Lying, Cheating, Forgery or Plagiarism	See Related Violation. (Codes: 64 to 67).
13	Technology, Improper Use Of	See Related Violation. (Codes: 68 to 71).
14	Other Violations of School Policies	This category comprises misbehavior defined by district policy but not captured elsewhere.
15	Kidnapping	<p>Kidnapping: A person commits kidnapping by knowingly restraining another person with the intent to: 1. Hold the victim for ransom, as a shield or hostage; or 2. Hold the victim for involuntary servitude; or 3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or 4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person. (A.R.S. §13-1304.).</p>



<b>Violation Category Code</b>	<b>Violation Category</b>	<b>Definition/References</b>
16	Homicide	Homicide: Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11).

## Appendix 3 - Violation Definitions

All Violations with asterisk (\*) must be submitted to ADE; All Violations with two asterisks(\*\*) must be reported to law enforcement and submitted to ADE.

Violation Code	Violation Name	Category Code	Definition/References
17	*Arson of Structure or Property	1	A.R.S. §13-1703. Arson of a structure or property. A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.
18	**Arson of an Occupied Structure	1	A.R.S. §13-1704 Arson of an occupied structure. A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.
19	Leaving School Grounds Without Permission	2	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.
85	Tardy	2	Arriving at school or class after the scheduled start time.

Violation Code	Violation Name	Category Code	Definition/References
20	Truancy	2	<p>Ten or more unexcused absences (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines – new 10/06) NEED TO DEFINE UNEXCUSED ABSENCES – FOR ONE CLASS OR ONE DAY</p> <p>Note: For unexcused absences that do not meet the above definition, define according to district policy and record under "Other Attendance Violations." The state of Arizona requirement for school attendance and definitions for truancy are as follows:</p> <p>A.R.S. §15-803. School attendance; exemptions; definitions</p> <p>A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:</p> <ol style="list-style-type: none"> <li>1. The child is excused pursuant to A.R.S. §15-802, subSection D or A.R.S. §15-901, subSection A, paragraph 6, subdivision (c).</li> <li>2. The child is accompanied by a parent or a person authorized by a parent.</li> <li>3. The child is provided with instruction in a home school.</li> </ol> <p>B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subSection B, paragraph 1.</p> <p>C. As used in this Section:</p> <ol style="list-style-type: none"> <li>1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.</li> <li>2. "Truant" means an unexcused absence for at least one class period during the day.</li> <li>3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this Section.</li> </ol>
92	Unexcused Absence	2	Defined by school district policy. Unexcused absences in which a student is not in attendance for an entire day are required to be reported to ADE, but will be collected through SAIS.
21	Other Attendance Violation	2	Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral, or to record tardiness.

Violation Code	Violation Name	Category Code	Definition/References
22	Theft	3	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>ARS §13-1802. Theft: classification</p> <p>A. A person commits theft if, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> <li>1. Controls property of another with the intent to deprive the other person of such property; or</li> <li>2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or</li> <li>3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or</li> <li>4. Comes into control of lost, mislaid or miss-delivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or</li> <li>5. Controls property of another knowing or having reason to know that the property was stolen; or</li> <li>6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</li> </ol>
23	*Burglary or Breaking and Entering (Second or Third Degree)	3	<p>ARS §13-1507. Burglary in the second degree classification</p> <p>A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.</p> <p>B. Burglary in the second degree is a class 3 felony.</p> <p><u>ARS §13-1506. Burglary in the third degree; classification</u></p> <p>A. A person commits burglary in the third degree by:</p> <ol style="list-style-type: none"> <li>1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.</li> <li>2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.</li> </ol>
24	**Burglary (First Degree)	3	<p><u><b>ARS §13-1508. Burglary in the first degree; classification</b></u></p> <p>A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either Section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.</p> <p>B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.</p>

Violation Code	Violation Name	Category Code	Definition/References
25	*Extortion	3	<p>ARS §13-1804. Theft by extortion; classification</p> <p>A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> <li>1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.</li> <li>2. Cause physical injury to anyone except as provided in paragraph 1 of this subSection.</li> <li>3. Cause damage to property.</li> <li>4. Engage in other conduct constituting an offense.</li> <li>5. Accuse anyone of a crime or bring criminal charges against anyone.</li> <li>6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.</li> <li>7. Take or withhold action as a public servant or cause a public servant to take or withhold action.</li> <li>8. Cause anyone to part with any property.</li> </ol>
26	*Robbery	3	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p>ARS §13-1902. Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will; such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>
27	**Armed Robbery	3	<p>ARS §13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in Section 13-1902, such person or an accomplice:</p> <ol style="list-style-type: none"> <li>1. Is armed with a deadly weapon or a simulated deadly weapon; or</li> <li>2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</li> </ol>
94	Petty Theft	3	<p>Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.</p>

Violation Code	Violation Name	Category Code	Definition/References
28	*Harassment, nonsexual	4	<p>A.R.S. §13-2921. Harassment; classification; definition</p> <p>A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> <li>1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.</li> <li>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</li> <li>3. Repeatedly commits an act or acts that harass another person.</li> <li>4. Surveils or causes another person to surveil a person for no legitimate purpose.</li> <li>5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</li> <li>6. Interferes with the delivery of any public or regulated utility to a person.</li> </ol> <p>Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.</p>
29	*Bullying	4	<p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p>
30	*Threat or Intimidation	4	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202)</p> <p>A.R.S. §13-1202. Threatening or intimidating</p> <p>A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:</p> <ol style="list-style-type: none"> <li>1. To cause physical injury to another person or serious damage to the property of another; or</li> <li>2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or</li> <li>3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.</li> </ol> <p>B. Threatening or intimidating pursuant to subSection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subSection A, paragraph 3 is a class 4 felony.</p>

Violation Code	Violation Name	Category Code	Definition/References
31	*Hazing	4	<p>A.R.S. §15-2301. Hazing prevention policies; definitions</p> <p>B. Violations of hazing prevention policies adopted pursuant to this Section do not include either of the following:</p> <ol style="list-style-type: none"> <li>1. Customary athletic events, contests or competitions that are sponsored by an educational institution.</li> <li>2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.</li> </ol> <p>C. For purposes of this Section:</p> <ol style="list-style-type: none"> <li>2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: <ul style="list-style-type: none"> <li>(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.</li> <li>(b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.</li> </ul> </li> <li>3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.</li> </ol>
32	Verbal Provocation	5	Use of language or gestures that may incite another person or other people to fight.
33	Disorderly Conduct	5	<p><b><u>13-2904. Disorderly conduct; classification</u></b></p> <p>A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:</p> <ol style="list-style-type: none"> <li>1. Engages in fighting, violent or seriously disruptive behavior; or</li> <li>2. Makes unreasonable noise; or</li> <li>3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or</li> <li>4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or</li> <li>5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or</li> <li>6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)</li> </ol>

Violation Code	Violation Name	Category Code	Definition/References
34	*Fighting	5	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines – new 10/06) Verbal confrontation alone does not constitute fighting.
35	*Assault	5	A.R.S. §13-1203. Assault. A person commits assault by 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.
36	**Aggravated Assault	5	A.R.S. §13-1204. Aggravated assault; A person commits aggravated assault if the person commits assault as defined in Section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.
84	Minor Aggressive Act	5	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [ <i>pulling</i> ] or pushing (SWIS™). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.
90	Recklessness	5	Unintentional, careless behavior that may pose a safety or health risk for others.
89	*Endangerment	5	<a href="#">13-1201. Endangerment; classification</a> A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.
37	Other Aggression	5	Defined by school district policy.



Violation Code	Violation Name	Category Code	Definition/References
38	**Fire Alarm Misuse	6	Intentionally ringing fire alarm when there is no fire.
39	**Bomb Threat	6	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.
40	**Chemical or Biological Threat	6	Threatening to cause harm using dangerous chemicals or biological agents.
41	*Other School Threat	6	The incident cannot be coded in one of the above categories but did involve a school threat.
42	Indecent Exposure or Public Sexual Indecency	7	<p>13-1402. Indecent exposure; exception; classification  A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.  B. Indecent exposure does not include an act of breast-feeding by a mother.</p> <p>13-1403. Public sexual indecency; public sexual indecency to a minor; classifications  A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act:  1. An act of sexual contact.  2. An act of oral sexual contact.  3. An act of sexual intercourse.  4. An act of bestiality.  B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subSection A and such person is reckless about whether a minor under the age of fifteen years is present.</p>

Violation Code	Violation Name	Category Code	Definition/References
43	*Harassment, Sexual	7	<p><a href="#"><u>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</u></a></p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee.</p> <p>Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> <li>• The degree to which the conduct affected one or more students' education.</li> <li>• The type, frequency and duration of the conduct.</li> <li>• The identity of and relationship between the alleged harasser and the subject or subjects of the harassment.</li> <li>• The number of individuals involved.</li> <li>• The age and sex of the alleged harasser and the subject or subjects of the harassment.</li> <li>• The size of the school, location of the incidents, and the context in which they occurred.</li> <li>• Other incidents at the school.</li> </ul>
93	*Harassment, Sexual with Contact	7	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.) (This is technically sexual harassment but some people wanted to track it separately.)

Violation Code	Violation Name	Category Code	Definition/References
44	**Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	7	<p>A.R.S. §13-1404. Sexual abuse; classifications - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p>A.R.S. §13-1405. Sexual conduct with a minor; classifications - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p>A.R.S. §13-1410. Molestation of child; classification - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>
45	**Sexual Assault or Rape	7	<p>A.R.S. §13-1406. Sexual assault; classification; increased punishment</p> <p>A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p>
88	Pornography	7	Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." <i>Encyclopedia of Ethics</i> . New York: Garland Publishing.)
46	*Vandalism of school property	8	Willful destruction or defacement of school property.
47	*Vandalism of personal property	8	Willful destruction or defacement of personal property.
48	Graffiti or tagging	8	Encarta: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.
49	Trespassing	9	<p>To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or <u>expulsion</u> and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (<b>SDFS Terms and Definitions</b>).</p> <p><u><a href="#">A.R.S. §13-1503. Criminal trespass in the second degree</a></u>; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p>

50	**Firearm	10	<p><a href="#"><u>A.R.S §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification</u></a></p> <p>A. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.</p> <p><a href="#"><u>A.R.S. §13-3101. Definitions</u></a></p> <p>4. "<b>Firearm</b>" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p><b>(Paraphrased from: 18 USC 921)</b></p> <p><b>Firearm:</b> Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.</p> <p><b>(Paraphrased from: 18 USC 921)</b></p> <p><b>SDFS: Other Firearms – As defined for the Gun-Free Schools Act (GFSA) –</b> Firearms other than handguns, rifles or shotguns including:</p> <ul style="list-style-type: none"> <li>• Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;</li> <li>• The frame or receiver of any weapon described above;</li> <li>• Any firearm muffler or firearm silencer;</li> <li>• Any destructive device, which includes: Any explosive, incendiary, or poison gas <ul style="list-style-type: none"> <li>○ Bomb;</li> <li>○ Grenade,</li> <li>○ Rocket having a propellant charge of more than four ounces,</li> <li>○ Missile having an explosive or incendiary charge of more than one-quarter ounce,</li> <li>○ Mine or Similar device</li> </ul> </li> <li>• Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (Continued on next page)</li> </ul>
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			<ul style="list-style-type: none"> <li>Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</li> </ul> <p>(This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns) <b>(Paraphrased from: 18 USC 921).</b></p> <p><b>Destructive Device:</b> A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is designed or redesigned for use as a weapon. (Paraphrased from: 18 USC 921).</p> <p><a href="#"><u>A.R.S. §13-105.11</u></a></p> <p><b>Dangerous instrument:</b> Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.</p>
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52	**Other Weapons	10	To Be Provided.
53	*Dangerous Items	10	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. definition for dangerous instruments listed above) and must be reported to law enforcement.
54	Simulated Firearm	10	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.
55	*Alcohol Violation	11	Alcohol: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.
56	*Tobacco Violation	11	The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03). A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense A.R.S. §13-3622).
57	Drug Violation	11	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. “Drug” means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415). “Drug paraphernalia” means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).
64	Lying	12	Merriam Webster Dictionary Online: 1 : to make an untrue statement with intent to deceive 2 : to create a false or misleading impression
65	Cheating	12	Merriam Webster Dictionary Online: 1 : to deprive of something valuable by the use of deceit or fraud 2 : to influence or lead by deceit, trick, or artifice
66	Forgery	12	Merriam Webster Dictionary Online: falsely and fraudulently making or altering a document

67	Plagiarism	12	Merriam Webster Dictionary Online: to steal and pass off the ideas or words of another as one's own
68	Computer	13	Defined by school district policy.
69	Telecommunication Device	13	Defined by school district policy.
70	Network Infraction	13	Defined by school district policy.
71	Other Technology	13	Defined by school district policy.
72	Disruption	14	Violations defined by school district policy.
73	Public Display of Affection	14	Holding hands, kissing, sexual touching or other displays of affection in violation of school policy.
74	Dress Code Violation	14	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy (SWIS <sup>TM</sup> ).
75	Parking Lot Violation	14	As defined by school policy.
76	Gambling	14	To play games of chance for money or to bet a sum of money.
87	Combustible	14	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid (SWIS <sup>TM</sup> ).
77	Possession of Contraband	14	Items stated in school policy as prohibited because they may disrupt the learning environment.
78	Language, Inappropriate	14	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way (SWIS <sup>TM</sup> ).
79	Defiance or Disrespect Towards Authority, and Non-Compliance	14	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions (SWIS <sup>TM</sup> )
86	Negative Group Affiliation	14	Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: <ul style="list-style-type: none"> <li>• May or may not have a recognized leader.</li> <li>• Do most things together, especially socially.</li> <li>• Stick together on issues.</li> <li>• Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.</li> </ul>

			<ul style="list-style-type: none"> <li>• Involve themselves in each other's problems; therefore, perpetuate each other's problems.</li> <li>• Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.</li> <li>• Likely to confront authority as a group when one member has been disciplined.</li> <li>• Usually uncooperative, and possibly hostile.</li> <li>• As a group, likely to be either very good or very poor students.</li> <li>• Conduct themselves as though no other individuals exist in the school, including other students.</li> </ul> <p>Not objective. They turn-off to everything, sometimes without even knowing what they are doing. (Paraphrased from <a href="#">Discipline Help: You Can Handle Them All</a>)</p>
80	Other Violation of School Policies	14	As defined by school district policy.
82	**Kidnapping	15	See Category 15 Definition.
83	**Homicide	16	See Category 16 Definition.



## Appendix 4 - Action Definitions

	<b>No Action</b>	
51	No Action Taken	No action was taken by the LEA in response to the incident.
	<b>Actions Within Due Process</b>  The right to <u>due process</u> in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges.	
54	Appeal Review	When an appeal under Sec 615(k)(3) has been requested by either the parent or the LEA , the state or LEA shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.  IDEA 2004 [615(k)(4)(B)]
52	Disciplinary Hearing	An official meeting that is held to gather facts about a disciplinary action imposed on a student. This hearing is often done with a designated disciplinary hearing committee, one or more hearing officers, or school board.
55	Individualized Education Program (IEP) Team Meeting	The <u>IDEA federal regulations</u> mandate that certain disciplinary actions by schools trigger the need for an <u>IEP team meeting</u> when: <ul style="list-style-type: none"> <li>• A student is suspended for ten consecutive days in a school year;</li> <li>• A student is considered for expulsion.</li> </ul> The IDEA regulations are not fully included here, but in brief, they require that, IEP team meetings held to address disciplinary issues must perform these tasks: <ul style="list-style-type: none"> <li>• Review the child's IEP to determine if it contains all of the <u>required parts</u>.</li> <li>• Determine if the IEP is appropriate, given the child's behavioral needs.</li> <li>• If the IEP is not appropriate, the team must develop appropriate <u>goals</u>, objectives, a <u>behavior intervention plan</u>, and support services such as counseling, referral to area mental health services, or other appropriate service to address any deficient areas on the plan.</li> <li>• Determine if the educational setting is appropriate for the child. Does he need a more structured environment, an alternative program, day treatment, or other program? If the setting is not appropriate, the team must provide an appropriate placement.</li> <li>• Determine if the child's behavior is related to his disability. If the child's behavior is related to</li> </ul>

		<p>his disability, schools are not to continue suspending or expelling the student without providing special education services that are required by the IEP. Instead, they must focus on providing an appropriate program to accommodate the disability. Schools are required to provide a full continuum of educational placements to meet a broad range of needs. (About.com: Learning Disabilities)</p> <p>Schools must ensure that regardless of suspensions or expulsions:</p> <ul style="list-style-type: none"> <li>• Special education students receive the same services that regular education students receive during suspension or expulsion;</li> <li>• Special education services receive services required by the IEP; and</li> <li>• Services are provided in appropriate settings.</li> </ul> <p>Special circumstances exist when students are disciplined for weapons, assault with serious bodily injury, or drugs and different rules will apply.</p>
56	Manifestation Determination	<p>Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:</p> <ul style="list-style-type: none"> <li>• If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or</li> <li>• If the conduct in question was the direct result of the LEA's failure to implement the IEP. (OSEP)</li> </ul>
57	Placement Review Committee	<p><u>ARS 15-841. Responsibilities of pupils; expulsion; alternative education programs; community service; placement review committee</u></p> <p>J. Each school shall establish a placement review committee to determine the placement of a pupil if a teacher refuses to readmit the pupil to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled pupils. The process for determining the placement of a pupil in a new class or replacement in the existing class shall not exceed three business days from the date the pupil was first removed from the existing class. The principal shall not return a pupil to the classroom from which the pupil was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practicable alternative. The committee shall be composed of two teachers who are employed at the school and who are selected by the faculty members of the school and one administrator who is employed by the school and who is selected by the principal. The faculty members of the school shall select a third teacher to serve as an alternate member of the committee. If the teacher who refuses to readmit the pupil is a member of the committee, that teacher shall be excused from participating in the determination of the pupil's readmission and the alternate teacher member shall replace that teacher on the committee until</p>

		the conclusion of all matters relating to that pupil's readmission.
53	Board Review	School boards have the right to review student disciplinary actions imposed by a disciplinary hearing committee.

	<b>Removal</b>  Any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to self or others. (OSEP)	
	Expulsion Concept	<p>ARS 15-840. <u>Definitions</u></p> <p>"Expulsion" means the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.</p> <p>ARS15-841. <u>Responsibilities of pupils; expulsion; alternative education programs; community service; placement review committee</u></p> <p>B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in Section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in Section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.</p> <p>G. A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code Sections 1400 through 1420).</p>
105	*Expulsion with Services	The student was expelled from and is no longer enrolled in his or her regular school setting. Arrangements made for the provision of educational services.
106	*Expulsion without Services	The student was expelled from and is no longer enrolled in his or her regular school setting. Total cessation of educational services.
	Suspension Concept	<p>ARS 15-840. <u>Definitions</u></p> <p>2. "Suspension" means the temporary withdrawal of the privilege of attending a school for a specified period of time.</p>

103	*Out of School Suspension-Long Term With Services	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center) for more than ten days and receives educational services during the suspension period.
104	*Out of School Suspension-Long Term Without Services	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center) for more than ten days but does not receive educational services during the suspension period.
101	*Out of School Suspension-Short Term With Services	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center) for ten days or less and receives educational services during the suspension period.
102	*Out of School Suspension-Short Term Without Services	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center) for ten days or less but does not receive educational services during the suspension period.
123	*In School Suspension-Long Term With Services	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 for more than ten days and receives educational services during the suspension period.
122	*In School Suspension-Long Term Without Services	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 for more than ten days but does not receive educational services during the suspension period.
121	*In School Suspension-Short Term With Services	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 for ten days or less and receives educational services during the suspension period.
100	*In School Suspension-Short Term Without Services	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 for ten days or less but does not receive educational services during the suspension period.
89	*Removal by students IEP team to an Interim Alternative Educational Setting	<p>Interim Alternative Educational Setting – An appropriate setting determined by the child’s IEP team in which the child is placed for no more than 45 school days. This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.</p> <p>A unilateral removal is an instance 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. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do NOT include decisions by the IEP team to change a student’s placement. (OSEP)</p>
91	*Removal by hearing officer for likely injury to self or others	Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer’s determination that maintaining the child’s current placement is substantially likely to result in

		injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting. (OSEP)
92	*Reassignment to a Different Class	Student removed by school administration from one class and placed in another class with a different instructor.
94	*Reassignment to Another School within District	The student was reassigned to another school facility or program within the district that allowed him/her to continue to participate in the general curriculum at a school setting, including students receiving prescribed special education services who continued to receive these services.
<b>Action Completed in One Day</b>		
69	Confiscation of Contraband	Taking away an item(s) defined as prohibited by school or district policy.
75	Demerit	A mark against a student for misconduct, as defined by district policy.
116	Drug Test	A drug test is commonly a technical examination of urine, semen, blood, sweat, or oral fluid samples to determine the presence or absence of specified drugs or their metabolized traces (Wikipedia).
83	*Law Enforcement Contacted	Local law enforcement agency contacted by school or district officials. This includes contacting of school resource officer (SRO).
68	Parent Conference	School administrator formally meets with the parent or guardian of the student.
67	Parent Notification	Parent or guardian is contacted by phone, personal contact, letter or certified letter.
84	Referred to Outside Agency	Student is provided information for additional services within the community and it is suggested that the student seek the identified services.
66	Student Conference	School administrator formally meets with the student.
64	Student Verbal Apology	An oral expression of contrition and remorse for something done wrong.
65	Student Written Apology	A written expression of contrition and remorse for something done wrong.
61	Warning	A verbal or written notification to the student of inappropriate behavior or actions on the part of the student and the potential consequences if it is repeated.
60	Withdrawal from School	Student withdraws from school prior to action being imposed or completed.
<b>Action Completed in One or More Days</b>		
71	Behavior Contract	A written agreement between a school official, student and often a parent, which includes how the student will behave and what the appropriate consequence or reinforce will be for compliance or non-compliance.
95	Behavior Intervention Group: Anger Management Group	Individualized or group counseling that provides the participant with a safe, supportive environment that enables them to learn: <ul style="list-style-type: none"> <li>• When their anger is harmful versus when it is beneficial.</li> <li>• What triggers their anger.</li> <li>• how they typically respond when angry and the resulting consequences.</li> </ul>

		<ul style="list-style-type: none"> <li>• alternate ways for expressing their anger more appropriately.</li> <li>• strategies for managing their anger including self-talk, personal time-outs, problem solving, and relaxation techniques</li> </ul> (Paraphrased from Wiktionary)
96	Behavior Intervention Group: Drug Prevention Group	A facilitated discussion among a group of people where the primary focus of the facilitator is to reduce the likelihood that group participants will be involved with illicit or illegal drugs.
97	Behavior Intervention Group: Other Group	Defined by the Local Education Agency (LEA).
72	Behavior Intervention Plan	A written, specific, purposeful and organized plan which describes positive behavioral interventions and other strategies that will be implemented to address goals for a student's social, emotional and behavioral development. (National Association of Social Workers)
80	Community Service	Unpaid work that benefits the school, neighborhood, or community in meaningful ways by providing necessary and productive labor, ideally providing students with an opportunity to learn a variety of skills and give back to the community in a meaningful way. (Community Service as an Alternative to Suspension toolkit – University of Arizona)
62	Detention	A form of punishment in which students are made to stay in class at a break or at school outside of normal school hours
74	Functional Behavioral Assessment	A comprehensive and individualized strategy to identify the purpose or function of a student's problem behavior(s); develop and implement a plan to modify variables that maintain the problem behavior; and teach appropriate replacement behaviors using positive interventions. (OSEP)
76	Meeting with School Counselor	School counselor formally meets with the student.
79	Peer Mediation	<p>The goal of peer mediation is to reduce conflict and provide children with problem-solving skills. Trained peer mediators create a safe atmosphere, allowing disputing students to tell their stories and assisting them in working out a mutually acceptable agreement. Since a solution is not forced on the students, the disputants feel empowered to take responsibility for their actions and to deal constructively with their immediate and future disagreements.</p> <p>The conflicts that lend themselves to peer mediation include interpersonal disputes like friendship issues, verbal harassment, spreading rumors, physical aggression, or other bullying behaviors. Assault or other criminal activities are not referred for peer mediation.</p> <p>Peer mediators are trained students who are taught communication and mediation skills. The youngest peer mediators in most programs are fourth graders, although younger students have been trained in some schools. Trained mediators reportedly exhibit increased self-control, self-confidence, and problem-solving skills which they use not only at school, but at home and with friends outside of school. Both mediators and disputants learn to communicate more effectively and solve problems without violence (Leah Davies, M.Ed., Solutions Through Peer Mediation)</p>
70	Privileges Suspended	For a specified period of time, the student is not a recipient of privileges (such as using the parking lot, attending school sponsored events, participating in extracurricular activities etc).

81	Restitution	Repaying or compensating for loss or damage. (Webster's II New College Dictionary)
63	Saturday School	A student is required to attend a structured classroom setting on Saturday for a predetermined length of time.
78	Teen Court	Teen Court is a unique justice program for first time offenders of misdemeanor crimes. It is designed to give youth who have broken the law and admitted their guilt, a second chance. Those who are accepted into the program must go "to a sentencing trial" in a real courtroom with teens serving as prosecuting and defense attorneys. An adult judge presides and a teen jury determines the sentence, which includes mandatory community service and jury duty in future Teen Courts. Upon successful completion of the program charges against the defendant are dismissed (Colorado Springs, Teen Court)
117	Threat Assessment	A process that involves identifying, assessing, and managing individuals that might pose a risk of violence to identified or identifiable target (U.S. Secret Service & U.S. Department of Education, Threat Assessment in Schools).
82	Work Detail	Assignment for a predetermined length of time to a specific clean up or public service duty.
<b>86</b>	<b>Other Action</b>	
	<b>Victim Related Actions</b>	
118	Meeting with School Counselor	School counselor formally meets with the student.
119	Referred to Outside Agency	Student is provided information for additional services within the community and it is suggested that the student seek the identified services.
85	Victim Notified of Right to Transfer	
120	Other Action	

## Appendix 5 – Arizona Statues Related to Actions

### 15-341. General powers and duties; immunity; delegation

A. The governing board shall:

13. Hold pupils to strict account for disorderly conduct on school property.
14. Discipline students for disorderly conduct on the way to and from school.

### 15-840. Definitions

In this article, unless the context otherwise requires:

1. "Expulsion" means the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.
2. "Suspension" means the temporary withdrawal of the privilege of attending a school for a specified period of time.

### 15-841. Responsibilities of pupils; expulsion; alternative education programs; community service; placement review committee

A. Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exists:

1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.



2. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in Section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in Section 15-802. A school district may expel pupils for actions other than those listed in this subSection as the school district deems appropriate.

C. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

D. A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.

E. As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if the pupil does not meet the requirements for participation in the alternative to suspension program prescribed in subSection H of this Section and if good cause exists for expulsion or for a long-term suspension.

F. A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the governing board.

G. A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subSection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code Sections 1400 through 1420). For the purposes of this subSection:

1. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.

2. "Firearm" means a firearm as defined in 18 United States Code Section 921.

H. A school district or charter school shall expel from school for at least one year a pupil who is determined to have threatened an educational institution as defined in Section 13-2911, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. This subSection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code Sections 1400 through 1420). A school district may reassign a pupil who is subject to expulsion pursuant to this subSection to an alternative education program pursuant to subSection E of this Section if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the threat. A school district or charter school may require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the

parent or guardian takes responsibility with the pupil for the threat. For the purposes of this subSection, "threatened an educational institution" means to interfere with or disrupt an educational institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Refusing to obey a lawful order to leave the property of an educational institution.

I. By January 1, 2001, each school district shall establish an alternative to suspension program in consultation with local law enforcement officials or school resource officers. The school district governing board shall adopt policies to determine the requirements for participation in the alternative to suspension program. Pupils who would otherwise be subject to suspension pursuant to this article and who meet the school district's requirements for participation in the alternative to suspension program shall be transferred to a location on school premises that is isolated from other pupils or transferred to a location that is not on school premises. The alternative to suspension program shall be discipline intensive and require academic work, and may require community service, grounds keeping and litter control, parent supervision, and evaluation or other appropriate activities. The community service, grounds keeping and litter control, and other appropriate activities may be performed on school grounds or at any other designated area.

J. Each school shall establish a **placement review committee** to determine the placement of a pupil if a teacher refuses to readmit the pupil to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled pupils. The process for determining the placement of a pupil in a new class or replacement in the existing class shall not exceed three business days from the date the pupil was first removed from the existing class. The principal shall not return a pupil to the classroom from which the pupil was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practicable alternative. **The committee shall be composed of two teachers who are employed at the school and who are selected by the faculty members of the school and one administrator who is employed by the school and who is selected by the principal. The faculty members of the school shall select a third teacher to serve as an alternate member of the committee. If the teacher who refuses to readmit the pupil is a member of the committee, that teacher shall be excused from participating in the determination of the pupil's readmission and the alternate teacher member shall replace that teacher on the committee until the conclusion of all matters relating to that pupil's readmission.**

15-842. Damage to school property; suspension or expulsion of pupil; liability of parent

A. A pupil who cuts, defaces or otherwise injures any school property may be suspended or expelled.

B. Upon complaint of the governing board, the parents or guardians of minors who have injured school property shall be liable for all damages caused by their children or wards.

15-843. Pupil disciplinary proceedings

A. An action concerning discipline, suspension or expulsion of a pupil is not subject to the provisions of title 38, chapter 3, article 3.1, except that the **governing board of a school district shall post regular notice and shall take minutes of any hearing held by the governing board concerning the discipline, suspension or expulsion of a pupil.**

B. The governing board of any school district shall, in consultation with the teachers and parents of the school district, prescribe rules for the discipline, suspension and expulsion of pupils. The rules shall be consistent with the constitutional rights of pupils and shall include at least the following:

1. Penalties for excessive pupil absenteeism pursuant to Section 15-803 including failure in a subject, failure to pass a grade, suspension or expulsion.

2. Procedures for the use of corporal punishment if allowed by the governing board.

3. Procedures for the reasonable use of physical force by certificated or classified personnel in self-defense, defense of others and defense of property.

4. Procedures for dealing with pupils who have committed or are believed to have committed a crime.

5. A notice and hearing procedure for cases concerning the suspension of a pupil for more than ten days.

6. Procedures and conditions for readmission of a pupil who has been expelled or suspended for more than ten days.

7. Procedures for appeal to the governing board of the suspension of a pupil for more than ten days, if the decision to suspend the pupil was not made by the governing board.

8. Procedures for appeal of the recommendation of the hearing officer or officers designated by the board as provided in subSection F at the time the board considers the recommendation.

C. Penalties adopted under subsection B, paragraph 1 for excessive absenteeism shall not be applied to pupils who have completed the course requirements and whose absence from school is due solely to illness, disease or accident as certified by a person licensed under title 32, chapter 7, 13 or 17.

D. The governing board shall:

1. Support and assist teachers in the implementation and enforcement of the rules prescribed in subsection B.
2. Develop procedures allowing teachers and principals to recommend the suspension or expulsion of pupils.
3. Develop procedures allowing teachers and principals to temporarily remove disruptive pupils from a class.
4. Delegate to the principal the authority to remove a disruptive pupil from the classroom.

E. If a pupil withdraws from school after receiving notice of possible action concerning discipline, expulsion or suspension, the governing board may continue with the action after the withdrawal and may record the results of such action in the pupil's permanent file.

F. In all action concerning the expulsion of a pupil, the governing board of a school district shall:

1. Be notified of the intended action.
2. Decide, in executive session, whether to hold a **hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the board for action and whether the hearing shall be held in executive session.**
3. Give written notice, at least five working days prior to the hearing by the governing board or the hearing officer or officers designated by the governing board, to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the governing board decides that the hearing is to be held in executive session, the written notice shall include a statement of the right of the parents or legal guardians or an emancipated pupil subject to expulsion to indicate their objection to the governing board's decision to have the hearing held in executive session. Objections shall be made in writing to the governing board.

G. If a parent, legal guardian or emancipated pupil subject to expulsion disagrees that the hearing should be held in executive session, then it shall be held in an open meeting unless:

1. If only one pupil is subject to expulsion and disagreement exists between that pupil's parents or legal guardians, the governing board, after consultations with the pupil's parents or legal guardians or the emancipated pupil, shall decide in executive session whether the hearing will be in executive session.
2. If more than one pupil is subject to expulsion and disagreement exists between the parents or guardians of different pupils, then separate hearings shall be held subject to the provisions of this Section.

H. Nothing in this Section shall be construed to prevent the pupil who is subject to expulsion or suspension, and the pupil's parents or legal guardians and legal counsel, from attending any executive session pertaining to the proposed disciplinary action, from having access to the minutes and testimony of the executive session or from recording the session at the parent's or legal guardian's expense.

I. In schools employing a superintendent or a principal, the authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the governing board of the school district.

J. In schools that do not have a superintendent or principal, a teacher may suspend a pupil from school.

K. In all cases of suspension, it shall be for good cause and shall be reported within five days to the governing board by the superintendent or the person imposing the suspension.

L. A teacher who fails to comply with this Section is guilty of unprofessional conduct and the teacher's certificate may be revoked.

M. The principal of each school shall insure that a copy of all rules pertaining to discipline, suspension and expulsion of pupils is distributed to the parents of each pupil at the time the pupil is enrolled in school.

N. The principal of each school shall insure that all rules pertaining to the discipline, suspension and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

15-844. Suspension and expulsion proceedings for children with disabilities

Notwithstanding Sections 15-841 and 15-842, the suspension or expulsion of children with disabilities, as defined in Section 15-761, shall be in accordance with the individuals with disabilities education act (20 United States Code Sections 1410 through 1485) and federal regulations issued pursuant to the individuals with disabilities education act.

## Appendix 6 – Primary Violation Ranking

The following ranking of violations will be used for federal reporting in case “Primary Violation Indicator” (See 3.3.1 Violation Data Capture - Primary Violation Indicator) is not provided by LEA.

e.g. -

If an incident had Robbery and Aggravated Assault; and Primary Violation Indicator was not provided, the system will define “Robbery” as Primary Violation due to its higher rank.

ViolationID	Violation	Rank
83	Homicide	1
45	Sexual Assault or Rape	2
27	Armed Robbery	3
26	Robbery	4
36	Aggravated Assault	5
25	Extortion	6
35	Assault	7
50	Firearms	8
52	Other Weapons	10
44	Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	11
57	Drug Violation	12
24	Burglary (First Degree)	13
23	Burglary or Breaking and Entering (Second or Third Degree)	14
82	Kidnapping	15
18	Arson of an Occupied Structure	16
17	Arson of Structure or Property	17
53	Dangerous Items	18
54	Simulated Firearm	19
40	Chemical or Biological Threat	20
39	Bomb Threat	21
41	Other School Threat	22
30	Threat or Intimidation	23
43	Harassment, Sexual	24
28	Harassment, nonsexual	25

46	Vandalism of school property	26
47	Vandalism of personal property	27
55	Alcohol Violation	28
56	Tobacco Violation	29
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29	Bullying	32
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## Appendix 7 – Document Revisions

### *A. SMS Incident Data Capture Requirements Document Version 2.0*

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3.1	Incident Attributes - Data Elements		
		Update: Format--	
		Incident Date {Field} -incdate {XML Field} - yyyy/mm/dd {Format} - Mandatory {Collection}	5
		Referral Date {Field} -refdate {XML Field} - yyyy/mm/dd {Format} - Mandatory {Collection}	5
		Incident Time {Field} -inctime {XML Field} - hh:mm:ss {Format} - Mandatory {Collection} -	6
		Gang Related {Field} -gangrelated {XML Field} - true/false {Format} - Mandatory {Collection}	6
		Hate Related {Field} -haterelated {XML Field} - true/false {Format} - Mandatory {Collection}	6
		Cost {Field} -cost {XML Field} - Currency {Format} - Optional {Collection}	6
3.1.2	Location		
		Update: Category --	
		On Campus Inside {Location Category} -13 {Location Code} - Gymnasium {Location Name}	7
3.2.1	Students		
		Update: Field/XML Field/Format--	
		SMS Person ID{Field} - SMSPersonid{XML Field } - Integer,18{Format}	9
		Date of Birth {Field} - dob {XML Field } - yyyy/mm/dd{Format}	9
		Date of Enrollment {Field} - enrolldate {XML Field } - yyyy-mm-dd{Format}	9
		ELL {Field} - ELL {XML Field } - true/false{Format}	10
		SPED Code {Field} - SPEDCode {XML Field } - String{Format}	10
		Disability as defined by Office of Civil Rights 504 {Field} - disabled504 {XML Field } - true/false{Format}	10
		Physical Injury {Field} - injury sustained {XML Field } - true/false{Format}	10
		Serious Bodily (Physical) Injury as defined by U.S.C. 18 Section 1365(3)(h) {Field} - injuryserious {XML Field } - true/false{Format}	10
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		Update: Field/XML Field/Format--	
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		Date of Birth {Field} - enrolldate {XML Field } - yyyy/mm/dd{Format}	11
		Physical Injury {Field} - injurysustained {XML Field } - true/false{Format}	11
		Serious Bodily (Physical) Injury as defined by U.S.C. 18 Section 1365(3)(h) {Field} - injuryserious {XML Field } - true/false{Format}	11
3.2.3	Relationship to School		
		Delete: Relationship to School--	
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		Delete: Type of Employment--	
		E {Type Code} - Employee {Type} - Certified people employed by the School/District {Definition}	13
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		R {Type Code} - Contracted {Type} - Personnel employed by an outside agency to provide services for the school/district {Definition}	13
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		Update: Field/XML Field/Format--	
		SMS Person ID{Field} - SMSPersonid{XML Field } - Integer,18{Format}	16
3.3.2	Violations Data Hierarchy		
		Update: Violation Code--	
		89 {ViolationCode} - *Endangerment {Violation Name}	17
		84 {ViolationCode} - Minor Aggressive Act {Violation Name}	17

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		90 {ViolationCode} - Recklessness {Violation Name}	17
		85 {ViolationCode} - Tardy {Violation Name}	21
		92 {ViolationCode} - Unexcused Absence {Violation Name}	21
		Update: Delete asterisk (*) violation submission to ADE--	
		92 {ViolationCode} - Unexcused Absence {Violation Name}	21
		Update: Violation Code--	
		87 {ViolationCode} - Combustible {Violation Name}	22
		Update: Violation Name--	
		77 {ViolationCode} - Possession of Contraband {Violation Name}	22
		Update: Violation Code--	
		86 {ViolationCode} - Negative Group Affiliation {Violation Name}	23
		93 {ViolationCode} - *Harassment, Sexual with Contact {Violation Name}	23
		88 {ViolationCode} - Pornography {Violation Name}	24
		Update: Violation Detail Level 1 Code--	
		45 {Violation Detail Level 1 Code} - Other {Violation Name}	26
		Update: Violation Detail Level 1 Name--	
		15 {Violation Detail Level 1 Code} - Starter gun or pistol {Violation Detail Level 1 Name}	26
		16 {Violation Detail Level 1 Code} - Other firearm or Destructive device {Violation Detail Level 1 Name}	26
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		Update: Field/XML Field/Format--	
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		Date Action Decided {Field} - actiondecidedate {XML Field } - yyyy/mm/dd{Format}	28
		Scheduled Date-Hearing/Review Date {Field} - scheduledate {XML Field } - yyyy/mm/dd{Format}	28
		Assigned Action Start Date {Field} - startdate {XML Field } - yyyy/mm/dd{Format}	28
		Assigned Action End Date{Field} - enddate{XML Field } - yyyy/mm/dd{Format}	28
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		Update: Delete asterisk (*) violation submission to ADE--	
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