



**GUIDANCE FOR SUBMITTING  
NCLB/ESEA AND IDEA REPORTS IN KAN-DIS**

**2015-2016**



*#KansansCan | KSDE | [www.ksde.org](http://www.ksde.org)*

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>POPULATING THE FINAL AGGREGATE REPORTS FROM INDIVIDUAL INCIDENTS FOR KAN-DIS 2015-2016</b> | <b>3</b>  |
| <b>Introduction</b> .....   | <b>3</b>  |
| Table 1: Incident Count (N030) .....  | 4         |
| Table 2: Student Count (N136).....  | 5         |
| Table 3: Students Involved with Firearms (N086, N094).....                                    | 7         |
| Table 4: Firearm Outcomes (N086) .....  | 8         |
| Table 5: Educational Services (N144) .....  | 9         |
| Table 6: Title IV Reporting .....   | 10        |
| Table 8: Title VIII Crime Matrix .....  | 11        |
| Table 9: Behavior Incident Count .....  | 12        |
| Table 10: Bullying Incident Count.....  | 13        |
| Table 7: IDEA Reporting.....  | 14        |
| APPENDIX: CODES USED IN KAN-DIS .....   | 15        |
| <br>  |           |
| <b>TRAINING EXAMPLES FOR THE FINAL AGGREGATE REPORTS IN KAN-DIS 2015-2016</b>                 | <b>17</b> |
| <b>Introduction</b> .....   | <b>17</b> |
| <b>Overview: River Valley High School</b> .....   | <b>17</b> |
| Table 1: Incident Count (N030) .....  | 17        |
| Table 2: Student Count (N136).....  | 19        |
| Table 3: Students Involved with Firearms (N086, N094).....                                    | 23        |
| Table 4: Firearm Outcomes (N086) .....  | 25        |
| Table 5: Educational Services (N144) .....  | 26        |
| Table 6: Title IV Reporting .....   | 27        |
| Table 7: IDEA Reporting.....  | 28        |
| Table 8: Crime Matrix Reporting .....   | 29        |
| <br>  |           |
| <b>VALIDATION RULES FOR NCLB AND IDEA REPORTS IN KAN-DIS 2015-2016</b>                        | <b>30</b> |
| Table 1: Incident Count (N030) .....  | 30        |
| Table 2: Student Count (N136).....  | 31        |
| Table 3: Students Involved with Firearms (N086, N094).....                                    | 33        |
| Table 4: Firearm Outcomes (N086) .....  | 34        |
| Table 5: Educational Services (N144) .....  | 35        |
| Table 6: Title IV Reporting .....   | 36        |
| Table 7: IDEA Reporting.....  | 36        |
| Table 8: Crime Matrix Reporting .....   | 38        |
| <b>Document Revision History</b> .....  | <b>38</b> |

# Populating the Final Aggregate Reports from Individual Incidents for KAN-DIS 2015-2016

## Introduction

This document contains the annual Crime Matrix, Bullying and Individuals with Disabilities Education Act (IDEA) data reporting requirements and explanations of how individual incidents will populate the reports. For more information on these requirements, refer to the authentication application. The KAN-DIS application will provide frequently asked questions, definition of terms and all documents: <https://apps.ksde.org/authentication/login.aspx>

### PLEASE NOTE:

- Due to color coding and shading of content, this document is best viewed on screen, or printed in color.
- Blue text within the tables is explanatory and will not appear in the tables in the KAN-DIS application.
- Explanation of codes used in defining Table of Contents appears in Appendix A.



**Table 1: Incident Count (N030)**

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

**Use the following hierarchy for the most serious reason for the incident:**

- Violence with physical injury
- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

**EXAMPLE:** A student is given an OSS after he/she is found to have both alcohol and illicit drugs in his possession. The incident would be entered in KAN-DIS with both incident types 2300 and 2100, but would only appear once in Table 1 under OSS for Illicit Drug, since this is the most serious reason for removal.

| Incident Count   |     |      |       |   |     |      |       |  |     |      |       |   |     |      |       |   |     |      |       |   |     |      |       |  |
|--|-----|------|-------|---|-----|------|-------|--|-----|------|-------|---|-----|------|-------|---|-----|------|-------|---|-----|------|-------|--|
| District ID: D0###, Building ID: # - Building Name         |     |      |       |   |     |      |       |  |     |      |       |   |     |      |       |   |     |      |       |   |     |      |       |  |
| <b>Illicit Drug</b><br>Incident Type Group<br>2300 or 2500 |     |      |       | <b>Alcohol</b><br>Incident Type Group<br>2100 |     |      |       | <b>Weapon</b><br>Incident Type Group<br>1200 |     |      |       | <b>Violent Incident</b><br>Incident Type Group 1000                     |     |      |       |   |     |      |       | <b>Incident Count Total</b><br>Sums incidents for all<br>discipline reasons, by<br>removal type (ISS, OSS,<br>EXP, OTHER) |     |      |       | <b>Incident<br/>Grand Total</b><br>Sums all<br>incidents |
|  |     |      |       |   |     |      |       |  |     |      |       | <b>Injury</b><br>Includes at least one<br>victim with a major<br>injury |     |      |       | <b>No Injury</b><br>No victim(s) with<br>injuries or victim(s)<br>with minor injury |     |      |       |   |     |      |       |  |
| ISS  | OSS | Exp. | Other | ISS   | OSS | Exp. | Other | ISS  | OSS | Exp. | Other | ISS   | Oss | Exp. | Other | ISS   | OSS | Exp. | Other | ISS   | OSS | Exp. | Other |  |
| 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0  |

**ISS**= Action Taken 450 and Length in School Days > or = 1  
**OSS** = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1  
**EXP** = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1  
**OTHER** = Action Taken 850, 860 or 870 - Length in days is not required

**Table 2: Student Count (N136)**

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

**Use the following hierarchy for the most serious Action Taken for the incident:**

- The OTHER category of actions taken (Death, Withdrawal, and Incarceration) shall be treated as more serious than any of the expulsions or suspensions.
- An expulsion for the remainder of the school year shall be treated as more serious than an expulsion for a partial school year.
- A suspension for the remainder of the school year shall be treated as more serious than a suspension for a partial school year.
- Any expulsion is more serious than any suspension.
- Any out of school suspension is more serious than any in-school suspension.

| Student Count  |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |      |       |     |     |      |       |                     |     |      |       |                                    |     |      |       |  |
|--|---|-----|------|-------|---|-----|------|-------|---------------------------------------|-----|------|-------|--|-----|------|-------|-----|-----|------|-------|---------------------|-----|------|-------|------------------------------------|-----|------|-------|--|
| District ID: D0###, Building ID: ### - Building Name |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |      |       |     |     |      |       |                     |     |      |       |                                    |     |      |       |  |
| Grade  | Illicit Drug<br>Incident Type Group<br>2300 or 2500           |     |      |       | Alcohol<br>Incident Type Group<br>2100                                    |     |      |       | Weapon<br>Incident Type Group<br>1200 |     |      |       | Violent Incident<br>Incident Type Group 1000 |     |      |       |     |     |      |       | Student Count Total |     |      |       | Student<br>Count<br>Grand<br>Total |     |      |       |  |
|  | Injury<br>Includes at least one<br>victim with a major injury |     |      |       | No Injury<br>No victim(s) with injuries or<br>victim(s) with minor injury |     |      |       |                                       |     |      |       |  |     |      |       |     |     |      |       |                     |     |      |       |                                    |     |      |       |  |
|  | ISS   | OSS | Exp. | Other | ISS   | OSS | Exp. | Other | ISS                                   | OSS | Exp. | Other | ISS  | OSS | Exp. | Other | ISS | OSS | Exp. | Other | ISS                 | OSS | Exp. | Other | ISS                                | OSS | Exp. | Other |  |
| Kindergarten   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| First Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Second Grade   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Third Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Fourth Grade   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Fifth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Sixth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Seventh Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Eighth Grade   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Ninth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Tenth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Eleventh Grade                                       | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Twelfth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Not Graded   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |
| Total Students                                       | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                                  | 0   | 0    | 0     |  |

ISS= Action Taken 450 and Length in School Days > or = 1  
 OSS = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1  
 EXP = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

**OTHER** = Action Taken 850, 860 or 870 - Length in days is not required

**Student Count Total columns** = Unduplicated Student totals by grade level for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student reported under multiple discipline reasons will be counted only once in each of these columns.

**Student Count Grand Total column** = Total unduplicated number of students by grade level. These data are unduplicated because a student reported under multiple Actions Taken in the Student Count Total columns will be counted only once in this column.

**Total Students row** = The unduplicated student count by each discipline reason (Illicit Drug, Alcohol, Weapon, Violent Incident, Other) totaled for each Action Taken (ISS, ISS, OSS, EXP, Other). These data are unduplicated because a student will only be reported once for each discipline reason, by the most serious action taken.

The final count of **Total Students in the Student Count Grand Total column** is the unduplicated cumulative number of incidents in which students were removed from their regular education program of at least an entire school day for violence, weapons, alcohol and/or drugs.

**EXAMPLES:**

1. A tenth grade offender had an alcohol incident in September and received an Out-of-School Suspension for 10 days. In January, the same student had a second alcohol incident, for which he was expelled for 30 days. Only the second incident would be counted under Alcohol, EXP, 10<sup>th</sup> grade, since this incident has the most serious Action Taken. Likewise, the student would only be counted once in the Student Count Total under EXP and once in the Student Count Grand Total column.
2. An eleventh grade offender had a single incident involving both alcohol possession and drug possession, for which he received an expulsion. The student will be counted once under Alcohol – EXP for 11<sup>th</sup> grade and once under Illicit Drugs – EXP for 11<sup>th</sup> grade. He will be counted once in the Student Count Total under EXP and only once in the Student Count Grand Total column.
3. Two 9<sup>th</sup> grade offenders were involved in an incident with a weapon, where a victim sustained a serious injury. One student received an Out-of-School Suspension, the second received an Expulsion. The first student will be counted under OSS for Violent Incident with Injury in the 9<sup>th</sup> grade row and once in the Student Count Total under OSS. The second student will be counted under EXP for Violent Incident with Injury in the 9<sup>th</sup> grade row and once in the Student Count Total under EXP. Both students will be counted in the Student Count Grand Total column.

**Table 3: Students Involved with Firearms (N086, N094)**

**Note that this table should only include weapons which are used as firearms.** Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student’s disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall. \*Please note that the Total Students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

| <b>Students with Firearms</b><br><b>Incident Type Group 1200 Weapons</b><br><b>Has at least one weapon classified as a firearm (as shown below)</b> |   |  |   |   |  |
|---|---|--|---|---|--|
| <b>District ID: D0###, Building ID: #### - Building Name</b>  |   |  |   |   |  |
| <b>Grade</b>  | <b>Handguns</b><br>Weapon Type 100<br>Handgun | <b>Rifles / Shotguns</b><br>Weapon Type 200<br>Rifle/Shotgun | <b>Multiple Firearms</b><br>Any two firearms used by a single offender in a single incident | <b>Other Firearms</b><br>Weapon types:<br>300 Other Firearms<br>400 Firearm Component or Attachment<br>500 Explosive/Destructive Device | <b>Total</b><br>For each grade level row |
| Kindergarten  | 0   | 0  | 0   | 0   | 0  |
| First Grade   | 0   | 0  | 0   | 0   | 0  |
| Second Grade  | 0   | 0  | 0   | 0   | 0  |
| Third Grade   | 0   | 0  | 0   | 0   | 0  |
| Fourth Grade  | 0   | 0  | 0   | 0   | 0  |
| Fifth Grade   | 0   | 0  | 0   | 0   | 0  |
| Sixth Grade   | 0   | 0  | 0   | 0   | 0  |
| Seventh Grade   | 0   | 0  | 0   | 0   | 0  |
| Eighth Grade  | 0   | 0  | 0   | 0   | 0  |
| Ninth Grade   | 0   | 0  | 0   | 0   | 0  |
| Tenth Grade   | 0   | 0  | 0   | 0   | 0  |
| Eleventh Grade  | 0   | 0  | 0   | 0   | 0  |
| Twelfth Grade   | 0   | 0  | 0   | 0   | 0  |
| Not Graded  | 0   | 0  | 0   | 0   | 0  |
| Total Students  | 0   | 0  | 0   | 0   | *  |
| Total Incidents   | 0   | 0  | 0   | 0   | 0  |

**Table 4: Firearm Outcomes (N086)**

**Note that this table should only include weapons which are used as firearms.** Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. \*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

| Action Taken                    | IDEA Students:<br>Student marked with a 1 (yes) for IDEA Disability  | Non-IDEA Students<br>Student marked with a 2 (no) for IDEA Disability   |   | Total Students |
|---------------------------------|--|---|---|----------------|
|                                 |  | Alternate Placement   | No Alternate Placement  |                |
| <b>Expulsion (Modified)</b>     | Offender must have all of the following:<br>• IDEA status of YES<br>• GFSA Modification status of YES<br>• At least one Action Taken Type of 550, 555, 560, or 565   | Offender must have all of the following:<br>• GFSA Modification status of YES<br>• Action taken 610 or 650 and<br>• Expulsion (action taken 550, 555, 560 or 565) | Offender must have all of the following:<br>• GFSA Modification status of YES and<br>• NO Action taken 610 or 650<br>• Expulsion (action taken 550, 555, 560 or 565)  |                |
| <b>Expulsion (Not Modified)</b> | Offender must have all of the following:<br>• IDEA status of YES<br>• GFSA Modification status of NO<br>• At least one Action Taken Type of 550, 555, 560, or 565  | Offender must have all of the following:<br>• GFSA Modification status of NO<br>• Action taken 610 or 650<br>• Expulsion (action taken 550, 555, 560 or 565)      | Offender must have all of the following:<br>• GFSA Modification status of NO<br>• NO Action taken 610 or 650<br>• Expulsion (action taken 550, 555, 560 or 565)   |                |
| <b>Other Removal</b>            | Offender must have all of the following:<br>• IDEA status of YES<br>• Action Taken Type of 610, 650, 850, 860 or 870   | Alternate placement information is not collected for Other Removals.  | Offender must have all of the following:<br>• IDEA status of No<br>• Action Taken Type of 610, 650, 850, 860 or 870   |                |
| <b>Other Discipline Action</b>  | Offender must have all of the following:<br>• IDEA status of YES<br>• Incident with at least one action taken but with none of the following Actions Taken: 550,555, 560, 565, 610, 650, 810, 850, 860 or 870. | Alternate placement information is not collected for Other Discipline Actions   | Offender must have all of the following:<br>• IDEA status of No<br>• Incident with at least one action taken but with none of the following Actions Taken: 550,555, 560, 565, 610, 650, 810, 850, 860 or 870. |                |
| <b>No Action</b>                | Offender must have all of the following:<br>• IDEA status of YES<br>• Incident with Action Taken Type of 810   | Alternate placement information is not collected for No Action.   | Offender must have all of the following:<br>• IDEA status of No<br>• Incident with Action Taken Type of 810   |                |
| <b>Total</b>                    | <b>Total of IDEA Students</b>  | <b>Total of Non-IDEA Students</b>   |   | <b>Total*</b>  |



**Table 5: Educational Services (N144)**

Report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.

| <b>Educational Services</b>                            |   |  |  |
|--|---|--|--|
| District ID: D0###, Building ID: ##### - Building Name |   |  |  |
|  | <b>Non-IDEA Students</b>  | <b>IDEA Students</b>   | <b>Total Students</b>  |
| <b>Services Provided</b>                               | <b>Offender must have:</b> <ul style="list-style-type: none"> <li>• IDEA status of NO</li> <li>• One of the following Actions Taken:                             <ul style="list-style-type: none"> <li>515 OSS w/services, remainder of SY</li> <li>555 EXP w/services, remainder of SY</li> </ul> </li> </ul>   | <b>Offender must have:</b> <ul style="list-style-type: none"> <li>• IDEA status of YES</li> <li>• One of the following Actions Taken:                             <ul style="list-style-type: none"> <li>515 OSS w/services, remainder of SY</li> <li>555 EXP w/services, remainder of SY</li> </ul> </li> </ul>   | <b>Total of IDEA and Non-IDEA Students receiving services during removal for remainder of SY.</b>    |
| <b>Services Not Provided</b>                           | <b>Offender must have:</b> <ul style="list-style-type: none"> <li>• IDEA status of NO</li> <li>• One of the following Actions Taken:                             <ul style="list-style-type: none"> <li>525 OSS no services, remainder of SY</li> <li>555 EXP no services, remainder of SY</li> </ul> </li> </ul> | <b>Offender must have:</b> <ul style="list-style-type: none"> <li>• IDEA status of YES</li> <li>• One of the following Actions Taken:                             <ul style="list-style-type: none"> <li>525 OSS no services, remainder of SY</li> <li>555 EXP no services, remainder of SY</li> </ul> </li> </ul> | <b>Total of IDEA and Non-IDEA Students not receiving services during removal for remainder of SY</b> |
| <b>Total</b>   | <b>Total of Non-IDEA Students</b>   | <b>Total of IDEA Students</b>  | <b>Total of all removals for remainder of SY</b>   |

## Table 6: Title IV Reporting

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truancy" is defined as violation of state, school district, or school policy in relation to attendance. Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. \*Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

**IMPORTANT:** The first row of this report must be hand entered using the Edit link at the bottom of the table. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. **Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date.** If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

| Title IV Reporting  |  |
|---|--|
| District ID: D0###, Building ID: ##### - Building Name  |  |
| Students expelled for having been convicted of or adjudicated for a criminal felony offense:                    | Hand-entered by schools (see <b>IMPORTANT note above</b> )   |
| Students exercising the Unsafe School Choice Option and transferring to a different school within the district: | Pre-populated from KIDS<br>Counts each student who has an EOYA record in KIDS with a value of 2 in field D29 Special Circumstances Transfer Choice |
| Students truant this school year:   | Pre-populated from KIDS<br>Counts each student who has an EOYA record in KIDS with a value of 1 in field D24 Truant Student.                       |

**Table 8: Title VIII Crime Matrix**

The following information is required for Federal Title IV reporting. Report the cumulative number of incidents that a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child.

|      | Locations, Frequencies, and Types of Criminal Acts |                  |                 |                   |                    |
|------|--|------------------|-----------------|-------------------|--------------------|
|      | Crime  | At School Normal | School Property | Supervised Normal | Supervised Outside |
| Edit | Felonies   | 0                | 0               | 0                 | 0                  |
| Edit | Misdemeanors                                       | 0                | 0               | 0                 | 0                  |
| Edit | Other  | 0                | 0               | 0                 | 0                  |
|      | Totals   | 0                | 0               | 0                 | 0                  |

**Table 9: Behavior Incident Count**

Report the cumulative numbers of incidents in which students were removed from their regular education program for at least an entire school day for academic misconduct, disruptive behavior, obscene behavior, lying, and/or other behavior. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, obscene possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Academic Misconduct
- Disruptive Behavior
- Obscene Behavior
- Lying
- Other Behavior

|      | Academic Misconduct |     |      |       | Disruptive Behavior |     |      |       | Obscene Behavior |     |      |       | Lying |     |      |       | Other |     |      |       | Incident Count Total |     |      |       | Incident Grand Total |   |
|------|---------------------|-----|------|-------|---------------------|-----|------|-------|------------------|-----|------|-------|-------|-----|------|-------|-------|-----|------|-------|----------------------|-----|------|-------|----------------------|---|
|      | ISS                 | OSS | Exp. | Other | ISS                 | OSS | Exp. | Other | ISS              | OSS | Exp. | Other | ISS   | OSS | Exp. | Other | ISS   | OSS | Exp. | Other | ISS                  | OSS | Exp. | Other |                      |   |
| Edit | 0                   | 0   | 0    | 0     | 0                   | 0   | 0    | 0     | 0                | 0   | 0    | 0     | 0     | 0   | 0    | 0     | 0     | 0   | 0    | 0     | 0                    | 0   | 0    | 0     | 0                    | 0 |

**Table 10: Bullying Incident Count**

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for physical, cyber, verbal and/or relational bullying. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, physical bullying and verbal bullying, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Physical Bullying
- Cyberbullying
- Verbal Bullying
- Relational Bullying

| Incident Date | KIDS Student ID | Physical                            | Cyber                    | Verbal                   | Relational               | ISS                            | OSS                            | Exp.                           | Other                          |  |
|---------------|-----------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--|
| 07/25/2015    | 2933438585      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0                              | 4                              | 0                              | 2                              | <a href="#">Edit Row</a> <input type="button" value="Delete Row"/> |
|               |                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <a href="#">Add Row</a>  |

**Table 7: IDEA Reporting**

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident. There should be a separate row for each student by incident, rather than one per student. In other words, if multiple students are involved in an incident, then there would be an entry for each student. In addition, if a student is involved in two incidents, there would be two entries for that student.

| <p style="text-align: center;"><b>IDEA Reporting</b><br/> <b>Offender must have an IDEA status of YES to be included in this report</b></p> |  |   |  |  |  |   |  |  |   |   |
|---|--|---|--|--|--|---|--|--|---|---|
| <p style="text-align: center;">District ID: D####, Building ID: #### - Building Name</p>  |  |   |  |  |  |   |  |  |   |   |
| Incident Date   | KIDS Student ID                                    | Drug  | Serious Injury   | Weapon   | Hearing Officer  | Violation Conduct   | ISS Days   | OSS Days   | EXP Days  | Services  |
| The date must be between 07/01/2011 and Today's Date (no later than 06/30/2012)   | Must be a valid ten digit State Student Identifier | Checkbox populates when clicked   | Checkbox populates when clicked  | Checkbox populates when clicked  | Checkbox populates when clicked  | Checkbox populates when clicked   | Field accepts data entry for length in days in half-day increments.                                  | Field accepts data entry for length in days in half-day increments.                                      | Field accepts data entry for length in days in half-day increments.                       | Checkbox populates when clicked. Applies to Expulsions only.  |
| The date must be between 07/01/2011 and Today's Date (no later than 06/30/2012)   | Must be a valid ten digit State Student Identifier | <p><b>Incidents having:</b></p> <p>Incident Type Group: 2300 (Drugs)</p> <p>Action taken indicating ISS, OSS or EXP (Codes 450, 510, 515, 520, 525, 550, 555, 560, 565)</p> | <p><b>Incidents having:</b></p> <p>Incident Type Group 1000 (Assault)</p> <p>At least one victim with a major injury</p> | <p><b>Incidents having:</b></p> <p>Incident Type Group of 1200 (Weapons)</p> | <p><b>Incidents having:</b></p> <p>Incident Type Group 6000 (Due Process Determination)</p> <p>Action taken of ISS, OSS or EXP Length in days &gt;1 and &lt;=45 days</p> | <p><b>Incidents having:</b></p> <p>At least one Incident Type Group that is NOT 1000, 1200, or 2300 AND At least one Action Taken Type indicating ISS, OSS or EXP</p> | <p><b>Incidents having:</b></p> <p>An Action Taken Code indicating an In-school-suspension (ISS)</p> | <p><b>Incidents having:</b></p> <p>An Action Taken Code indicating an Out-of-School Suspension (OSS)</p> | <p><b>Incidents having:</b></p> <p>An Action Taken Code indicating an Expulsion (EXP)</p> | <p><b>Incidents having:</b></p> <p>An Action Taken code indicating expulsion where services are provided. Codes 550 and 555</p> |

**NOTE:** The pink shaded row represents data entered via the aggregate reporting method. The green shaded row represents data pre-populated from incidents entered via Individual Incident Data Entry or Import. **Refer to the text at the top of Table 7 in KAN-DIS that begins IMPORTANT for vital information about using this table.**

**APPENDIX: CODES USED IN KAN-DIS**

| Time Group |                      |
|------------|----------------------|
| 100        | During School Hours  |
| 200        | Outside School Hours |

| Time Classifier |                              |
|-----------------|------------------------------|
| 110             | Before Classes               |
| 115             | After Classes                |
| 120             | Morning Classes              |
| 125             | Afternoon Classes            |
| 130             | Morning Recess/Break         |
| 140             | Lunch                        |
| 150             | Afternoon                    |
| 199             | Other During School Hours    |
| 210             | In Transit                   |
| 230             | At School-Sponsored Activity |
| 299             | Other Outside School Hours   |

| Location Group |            |
|----------------|------------|
| 100            | On Campus  |
| 200            | Off Campus |

| Incident Type Group |                               |
|---------------------|-------------------------------|
| 1000                | Assault                       |
| 1200                | Weapons                       |
| 2000                | Threat                        |
| 2100                | Alcohol-Related               |
| 2300                | Drug-Related                  |
| 2500                | Tobacco-Related               |
| 3000                | Arson                         |
| 3300                | Behavior                      |
| 3800                | Forgery                       |
| 3900                | Gambling                      |
| 4000                | Theft                         |
| 4100                | Sexual Offenses - Non-Violent |
| 4200                | Trespassing                   |
| 4300                | Truancy                       |
| 4400                | Vandalism                     |
| 5000                | Inappropriate Computer Use    |
| 5100                | Cumulative                    |
| 6000                | Due Process                   |
| 9999                | Other                         |

| Incident Type Classifier |                           |      |                                |
|--------------------------|---------------------------|------|--------------------------------|
| 1010                     | Physical                  | 2330 | Marijuana Solicitation/Sale    |
| 1020                     | Sexual                    | 2340 | Illicit Drug Possession        |
| 1030                     | Fighting                  | 2350 | Illicit Drug Use               |
| 1040                     | Kidnapping                | 2360 | Illicit Drug Solicitation/Sale |
| 1050                     | Robbery                   | 2380 | Drug Paraphernalia Possession  |
| 1060                     | Murder/Homicide           | 2399 | Drugs - Other                  |
| 1099                     | Assault - Other           | 2510 | Tobacco Possession             |
| 1210                     | Weapon Possession         | 2530 | Tobacco Use                    |
| 1230                     | Weapon Use                | 2550 | Tobacco Solicitation/Sale      |
| 1250                     | Weapon Solicitation/Sale  | 2599 | Tobacco - Other                |
| 1299                     | Weapon - Other            | 3330 | Disruptive Behavior            |
| 2010                     | Intimidation              | 3360 | Obscene Behavior               |
| 2014                     | Harassment: Individual    | 3380 | Insubordination                |
| 2020                     | Harassment: Hate-Related  | 3385 | Failure to Serve Sentence      |
| 2030                     | Harassment: Sexual        | 3399 | Behavior - Other               |
| 2080                     | School Threat             | 4410 | Vandalism – School Property    |
| 2099                     | Threat - Other            | 4450 | Vandalism – Personal Property  |
| 2120                     | Alcohol Possession        | 4499 | Vandalism - Other              |
| 2140                     | Alcohol Use               | 5110 | Cumulative - Points/Demerits   |
| 2150                     | Alcohol Solicitation/Sale | 5130 | Cumulative - Tardies           |
| 2199                     | Alcohol - Other           | 5150 | Cumulative - Warnings          |
| 2310                     | Marijuana Possession      | 5199 | Cumulative - Other             |
| 2320                     | Marijuana Use             |      |                                |

**APPENDIX A: CODES USED IN KAN-DIS (Cont.)**

| <b>Location Classifier</b> |                               |
|----------------------------|-------------------------------|
| 101                        | Classroom                     |
| 105                        | Hallway/Stairwell             |
| 110                        | Cafeteria                     |
| 120                        | Gym                           |
| 130                        | Restrooms                     |
| 140                        | Auditorium                    |
| 150                        | Outside                       |
| 160                        | Stadium                       |
| 199                        | Other On Campus               |
| 210                        | Sponsored Activity Off Campus |
| 230                        | Sponsored Transportation      |
| 299                        | Other Off Campus              |
| <b>Reporter</b>            |                               |
| 1                          | Student                       |
| 2                          | Professional Staff            |
| 3                          | Administrator                 |
| 4                          | Other School Staff            |
| 5                          | Law Enforcement Officer       |
| 6                          | Nonschool Personnel           |
| 7                          | Unknown                       |

| <b>Offender/Victim Type</b> |                             |
|-----------------------------|-----------------------------|
| 1                           | Current Student             |
| 2                           | Expelled/Suspended Student  |
| 3                           | Former Student              |
| 4                           | Student at Different School |
| 5                           | Teacher                     |
| 6                           | Principal/Vice-Principal    |
| 7                           | Other Staff Member          |
| 8                           | Parent                      |
| 9                           | Unknown                     |
| 10                          | Other                       |

| <b>Type of Weapon</b> |                                 |
|-----------------------|---------------------------------|
| 100                   | Handgun                         |
| 200                   | Rifle/Shotgun                   |
| 300                   | Other Firearm                   |
| 400                   | Firearm component or attachment |
| 500                   | Explosive/Destructive Device    |
| 600                   | Substance used as a Weapon      |
| 700                   | Knife/Cutting Instrument        |
| 999                   | Other Weapon                    |

| <b>Action Taken</b> |   |     |   |
|---------------------|---|-----|---|
| 110                 | Minor Punishment  | 555 | Expulsion with Services, remainder of school year       |
| 180                 | Detention   | 560 | Expulsion Without Services - Partial School year        |
| 210                 | Conference with Student   | 565 | Expulsion Without Services - Remainder of School Year.  |
| 230                 | Conference with Student and Parent  | 610 | Student Transfer Within District                        |
| 270                 | Confiscation of Contraband  | 650 | Student Transfer to Another District                    |
| 310                 | Demerit   | 710 | Referred to local law enforcement - No Charges          |
| 330                 | Probation   | 730 | Referred to local law enforcement - Misdemeanor Charges |
| 380                 | Restitution   | 750 | Referred to local law enforcement - Felony Charges      |
| 410                 | Saturday School   | 770 | Referred to local law enforcement - Unknown             |
| 450                 | In-school suspension  | 810 | No School Response                                      |
| 510                 | Removal or out-of-school suspension - with services - partial school year         | 850 | Other Removal – Student Death                           |
| 515                 | Removal or out-of-school suspension - with services - remainder of school year.   | 860 | Other Removal – Incarceration                           |
| 520                 | Removal or out-of-school suspension - without services - partial school year      | 870 | Other Removals – Withdrawals                            |
| 525                 | Removal or out-of-school suspension - without services - remainder of school year | 999 | Other   |
| 550                 | Expulsion with Services - Partial School Year                                     |     |   |

| <b>Victim Injury</b> |              |
|----------------------|--------------|
| 1                    | No Injury    |
| 2                    | Minor Injury |
| 3                    | Major Injury |



# Training Examples for the Final Aggregate Reports in KAN-DIS 2015-2016

## Introduction

This document contains examples of how incidents should be reported on the Safe and Drug-Free Schools (SFDS) and Individuals with Disabilities Education Act (IDEA) reports for discipline incidents.

## Overview: River Valley High School

The school had six discipline incidents they were required to report on the NCLB/IDEA aggregate reports for the 2012-2013 year. The incidents involved four students.

- Student A is an 11th grader who is an IDEA student.
- Student B is a 12th grader who is not an IDEA student.
- Student C is a 10th grader who is not an IDEA student.
- Student D is a 9th grader who is not an IDEA student.

## Table 1: Incident Count (N030)

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

### Use the following hierarchy for the most serious reason for the incident:

- Violence with physical injury
- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

**Table 1: Incident Count (N030)**

| Incident Count   |     |      |       |         |     |      |       |        |     |      |       |                  |     |      |       |           |     |      |       |                      |     |      |       |                      |     |    |   |
|--|-----|------|-------|---------|-----|------|-------|--------|-----|------|-------|------------------|-----|------|-------|-----------|-----|------|-------|----------------------|-----|------|-------|----------------------|-----|----|---|
| District ID: D0###, Building ID: #### - River Valley High School |     |      |       |         |     |      |       |        |     |      |       |                  |     |      |       |           |     |      |       |                      |     |      |       |                      |     |    |   |
| Illicit Drug   |     |      |       | Alcohol |     |      |       | Weapon |     |      |       | Violent Incident |     |      |       |           |     |      |       | Incident Count Total |     |      |       | Incident Grand Total |     |    |   |
|  |     |      |       |         |     |      |       |        |     |      |       | Injury           |     |      |       | No Injury |     |      |       |                      |     |      |       |                      |     |    |   |
| ISS  | OSS | Exp. | Other | ISS     | OSS | Exp. | Other | ISS    | OSS | Exp. | Other | ISS              | Oss | Exp. | Other | ISS       | OSS | Exp. | Other | ISS                  | OSS | Exp. | Other |                      |     |    |   |
| 0  | 0   | 1    | 0     | 0       | 0   | 0    | 0     | 0      | 1   | 1    | 0     | 0                | 0   | 0    | 1     | 0         | 1   | 0    | 0     | 0                    | 1+  | 1+1  | 1     | 0                    | 1=2 | =2 | 5 |

**Incident 1:** Student A, Student B, and Student C were found smoking and & drinking. Student A was given an In-School Suspension, Student B was given an Out-of-School Suspension and Student C was expelled.

- Count the incident once for Drug EXP, since this was the most serious discipline reason for this incident according to the hierarchy of discipline reasons.
- Do not count the incident under Alcohol, since this is the less serious discipline reason under the hierarchy.
- Count the incident once in the Incident Count Total columns under EXP.
- In the Incident Count Grand Total column, count the incident once. This data is unduplicated.

**Incident 2:** Student A brings a handgun to school and receives an OSS.

- Count the Incident once under OSS for Weapon.
- In the Incident Count Total column, count the incident once under OSS.
- In the Incident Count Grand Total column, count the incident once.

**Incident 3:** Student A brings a rifle to school and is expelled.

- Count the incident once under EXP for Weapons.
- Count the incident once in the Incident Count Total for EXP
- Count the incident once in the Incident Grand Total.

**Incident 4:** Before he was expelled for smoking and drinking, Student C scratched his teacher causing only minor injuries and received an OSS.

- Count the incident once under Violence-No Injury for OSS.
- Count the incident once in the Incident Count Total Column for OSS.
- Count the incident once in the Incident Grand Total Column.

**Incident 5:** Student D brought a handgun to school and fired it on the school grounds. One victim sustained major injuries. The offender was arrested and incarcerated for his crime.

- Count the incident once in the OTHER column under Violent Incident - Injury.
- Count the incident once in the Incident Count Total Column for OTHER.
- Count the incident once in the Incident Grand Total Column.

**Incident 6:** Student B vandalized school property, causing significant damage. He was expelled for the remainder of the school year.

- Do not count the incident on Table 1 because it did not involve drugs, alcohol, weapons, or violence.

**Note:** River Valley High School is reporting five discipline incidents for alcohol, drugs, weapons, and/or violence in the Incident Grand Total Column.

Here is Table 1 as it will appear in KAN-DIS, without the calculations:

| Incident Count   |     |      |       |         |     |      |       |        |     |      |       |                  |     |      |       |           |     |      |       |                      |     |      |       |                            |
|--|-----|------|-------|---------|-----|------|-------|--------|-----|------|-------|------------------|-----|------|-------|-----------|-----|------|-------|----------------------|-----|------|-------|----------------------------|
| District ID: D0###, Building ID: #### - River Valley High School |     |      |       |         |     |      |       |        |     |      |       |                  |     |      |       |           |     |      |       |                      |     |      |       |                            |
| District ID: D0###,<br>Building ID: # - Building<br>Name         |     |      |       | Alcohol |     |      |       | Weapon |     |      |       | Violent Incident |     |      |       |           |     |      |       | Incident Count Total |     |      |       | Incident<br>Grand<br>Total |
|  |     |      |       |         |     |      |       |        |     |      |       | Injury           |     |      |       | No Injury |     |      |       |                      |     |      |       |                            |
| ISS  | OSS | Exp. | Other | ISS     | OSS | Exp. | Other | ISS    | OSS | Exp. | Other | ISS              | Oss | Exp. | Other | ISS       | OSS | Exp. | Other | ISS                  | OSS | Exp. | Other |                            |
| 0  | 0   | 1    | 0     | 0       | 0   | 0    | 0     | 0      | 1   | 1    | 0     | 0                | 0   | 0    | 1     | 0         | 1   | 0    | 0     | 0                    | 2   | 2    | 1     | 5                          |

**Table 2: Student Count (N136)**

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsion and other removals. Other removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

See the shaded sections in the table on the next page.

**Student Count Total columns** = Unduplicated Student totals by grade level for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student reported under multiple discipline reasons will be counted only once in each of these columns.

**Student Count Grand Total column** = Total unduplicated number of students by grade level. These data are unduplicated because a student reported under multiple Actions Taken in the Student Count Total columns will be counted only once in this column.

**Total Students row** = The unduplicated student count by each discipline reason (Illicit Drug, Alcohol, Weapon, Violent Incident, Other) totaled for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student will only be reported once for each discipline reason, by the most serious action taken.

The final count of **Total Students in the Student Count Grand Total column** is the unduplicated cumulative number of incidents in which students were removed from their regular education program of at least an entire school day for violence, weapons, alcohol and/or drugs.

| Student Count  |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |      |       |     |     |      |       |                     |     |      |           |                                    |     |      |       |
|--|---|-----|------|-------|---|-----|------|-------|---------------------------------------|-----|------|-------|--|-----|------|-------|-----|-----|------|-------|---------------------|-----|------|-----------|------------------------------------|-----|------|-------|
| District ID: D0###, Building ID: ### - Building Name |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |      |       |     |     |      |       |                     |     |      |           |                                    |     |      |       |
| Grade  | Illicit Drug<br>Incident Type Group<br>2300 or 2500           |     |      |       | Alcohol<br>Incident Type Group<br>2100                                    |     |      |       | Weapon<br>Incident Type Group<br>1200 |     |      |       | Violent Incident<br>Incident Type Group 1000 |     |      |       |     |     |      |       | Student Count Total |     |      |           | Student<br>Count<br>Grand<br>Total |     |      |       |
|  | Injury<br>Includes at least one<br>victim with a major injury |     |      |       | No Injury<br>No victim(s) with injuries or<br>victim(s) with minor injury |     |      |       |                                       |     |      |       |  |     |      |       |     |     |      |       |                     |     |      |           |                                    |     |      |       |
|  | ISS   | OSS | Exp. | Other | ISS   | OSS | Exp. | Other | ISS                                   | OSS | Exp. | Other | ISS  | OSS | Exp. | Other | ISS | OSS | Exp. | Other | ISS                 | OSS | Exp. | Other     | ISS                                | OSS | Exp. | Other |
| Kindergarten   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| First Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Second Grade   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Third Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Fourth Grade   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Fifth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Sixth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Seventh Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Eighth Grade   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Ninth Grade  | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 1     | 0  | 0   | 0    | 1     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 1    | 1     |
| Tenth Grade  | 0   | 0   | 1    | 0     | 0   | 0   | 1    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 1   | 0    | 0     | 0                   | 0   | 1    | 1         | 0                                  | 0   | 1    | 1     |
| Eleventh Grade                                       | 1   | 0   | 0    | 0     | 1   | 0   | 0    | 0     | 0                                     | 0   | 1    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 1    | 0         | 1                                  | 0   | 1    | 1     |
| Twelfth Grade  | 0   | 1   | 0    | 0     | 0   | 1   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 1         | 0                                  | 0   | 0    | 1     |
| Not Graded   | 0   | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                                     | 0   | 0    | 0     | 0  | 0   | 0    | 0     | 0   | 0   | 0    | 0     | 0                   | 0   | 0    | 0         | 0                                  | 0   | 0    | 0     |
| Total Students                                       | 1   | 1   | 1    | 0     | 1   | 1   | 1    | 0     | 0                                     | 0   | 1    | 1     | 0  | 0   | 0    | 1     | 0   | 1   | 0    | 0     | 0                   | 0   | 1    | 1+1<br>=2 | 1+1<br>=2                          | 1   | 0    | 4     |

*In this table, the same students involved in the incidents reported in Table 1 are reported in Table 2 but have been listed below as individuals. The color coding of the numbers in the table shows which incident is referred to for each individual.*

**Student A:** Student A received an ISS for drinking and smoking. (Incident 1) Later in the year the same student brought a handgun to school and received an OSS (Incident 2). On a third occasion, the student brought a rifle to school and was expelled (Incident 3).

- Count the student once in the 11<sup>th</sup> grade row for ISS under Illicit Drugs and once for ISS under Alcohol.
- Count the student in the 11<sup>th</sup> grade row in the Student Count Grand Total columns, once for ISS and once for EXP. (Omit the student's earlier Weapon OSS because he later had an expulsion for the same discipline reason – weapons.)
- Count the student once in the Total Students Row for Drug ISS, Alcohol ISS and Weapon EXP
- Count the student once in the Total Students Row, Student Count Total Columns under ISS and once under EXP.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

**Student B:** Student B received an OSS for drinking and smoking. (Incident 1) Later in the year the same student vandalized school property and was expelled for the remainder of the school year (Incident 6).

- Count the student once in the 12<sup>th</sup> grade row for OSS under Illicit Drugs and once for OSS under Alcohol.
- Count the student in the 12<sup>th</sup> grade row in the Student Count Total columns, once for OSS (Omit the vandalism incident because it is not related to alcohol, drugs, weapons or violence.)
- Count the student once in the 12<sup>th</sup> grade row in the Student Count Grand Total column.
- Count the student once in the Total Students Row for Drug OSS and Alcohol OSS.
- Count the student once in the Total Students Row, Student Count Total columns under OSS.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

**Student C:** Student C scratched his teacher causing only minor injuries, and received an OSS (Incident 4). Later in the year, Student C was expelled for smoking and drinking (Incident 1)

- Count the student once in the 10<sup>th</sup> grade row for OSS under Violent Incident no Injury.
- Count the student once in the 10<sup>th</sup> grade row for EXP under Drugs and once for EXP under Alcohol.
- Count the student in the 10<sup>th</sup> grade row in the Student Count Total columns, once for OSS and once for EXP.
- Count the student in the 10<sup>th</sup> grade row in the Student Count Grand Total column.
- Count the student once in the Total Students Row for Drug OSS, once for Alcohol OSS and once for Violent Incident No Injury EXP.
- Count the student once in the Total Students Row, Student Count Total Columns under OSS and once under EXP.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

**Student D:** Student D brought a handgun to school and shot one victim, who sustained major injuries (Incident 5). The student was arrested and incarcerated for his crime.

- Count the student once in the 9<sup>th</sup> grade row for OTHER under Weapons and once for OTHER under Violent Incident with Injury
- Count the student once in the 9<sup>th</sup> grade row for OTHER in the Student Count Total columns.
- Count the student once in the 9<sup>th</sup> grade row in the Student Count Grand Total column.
- Count the student once in the Total Students Row for Weapons OTHER and once for Violent Incident with Injury OTHER.
- Count the student once in the Total Students Row, Student Count Total Columns under OTHER.
- Count the student once in the Total Students Row, Student Count Grand Total column. (Shaded in yellow above)

***Note: In the final count of Total Students in the Student Count Grand Total column, River Valley High School is reporting four students were removed from their regular education program for alcohol, drugs, weapons, and/or violence.***

Here is Table 2 again with the same students without the calculations:

| Student Count  |   |          |          |          |   |          |          |          |                                       |          |          |          |  |          |          |          |          |          |          |          |                     |          |          |          |                                    |   |
|--|---|----------|----------|----------|---|----------|----------|----------|---------------------------------------|----------|----------|----------|--|----------|----------|----------|----------|----------|----------|----------|---------------------|----------|----------|----------|------------------------------------|---|
| District ID: D0###, Building ID: ### - Building Name |   |          |          |          |   |          |          |          |                                       |          |          |          |  |          |          |          |          |          |          |          |                     |          |          |          |                                    |   |
| Grade  | Illicit Drug<br>Incident Type Group<br>2300 or 2500           |          |          |          | Alcohol<br>Incident Type Group<br>2100                                    |          |          |          | Weapon<br>Incident Type Group<br>1200 |          |          |          | Violent Incident<br>Incident Type Group 1000 |          |          |          |          |          |          |          | Student Count Total |          |          |          | Student<br>Count<br>Grand<br>Total |   |
|  | Injury<br>Includes at least one<br>victim with a major injury |          |          |          | No Injury<br>No victim(s) with injuries or<br>victim(s) with minor injury |          |          |          |                                       |          |          |          |  |          |          |          |          |          |          |          |                     |          |          |          |                                    |   |
|  | ISS   | OSS      | Exp.     | Other    | ISS   | OSS      | Exp.     | Other    | ISS                                   | OSS      | Exp.     | Other    | ISS  | OSS      | Exp      | Other    | ISS      | OSS      | Exp      | Other    | ISS                 | OSS      | Exp      | Other    |                                    |   |
| Kindergarten   | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| First Grade  | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Second Grade   | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Third Grade  | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Fourth Grade   | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Fifth Grade  | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Sixth Grade  | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Seventh Grade  | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Eighth Grade   | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| Ninth Grade  | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 1        | 0  | 0        | 0        | 1        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 1                                  | 1 |
| Tenth Grade  | 0   | 0        | 1        | 0        | 0   | 0        | 1        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0                   | 0        | 1        | 1        | 0                                  | 1 |
| Eleventh Grade                                       | 1   | 0        | 0        | 0        | 1   | 0        | 0        | 0        | 0                                     | 0        | 1        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 1        | 0                                  | 1 |
| Twelfth Grade  | 0   | 1        | 0        | 0        | 0   | 1        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 1        | 0                                  | 1 |
| Not Graded   | 0   | 0        | 0        | 0        | 0   | 0        | 0        | 0        | 0                                     | 0        | 0        | 0        | 0  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                   | 0        | 0        | 0        | 0                                  | 0 |
| <b>Total Students</b>                                | <b>1</b>  | <b>1</b> | <b>1</b> | <b>0</b> | <b>1</b>  | <b>1</b> | <b>1</b> | <b>0</b> | <b>0</b>                              | <b>0</b> | <b>1</b> | <b>1</b> | <b>0</b>                                     | <b>0</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>0</b>            | <b>1</b> | <b>2</b> | <b>1</b> | <b>4</b>                           |   |

**Table 3: Students Involved with Firearms (N086, N094)**

**Note that this table should only include weapons which are used as firearms.** Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student's disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall. \*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

| <b>Students with Firearms</b>  |                 |                          |                          |                       |              |
|--|-----------------|--------------------------|--------------------------|-----------------------|--------------|
| <b>District ID: D0###, Building ID: ##### - Riverview Elementary</b> |                 |                          |                          |                       |              |
| <b>Grade</b>   | <b>Handguns</b> | <b>Rifles / Shotguns</b> | <b>Multiple Firearms</b> | <b>Other Firearms</b> | <b>Total</b> |
| Kindergarten   | 0               | 0                        | 0                        | 0                     | 0            |
| First Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Second Grade   | 0               | 0                        | 0                        | 0                     | 0            |
| Third Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Fourth Grade   | 0               | 0                        | 0                        | 0                     | 0            |
| Fifth Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Sixth Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Seventh Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Eighth Grade   | 0               | 0                        | 0                        | 0                     | 0            |
| Ninth Grade  | 1               | 0                        | 0                        | 0                     | 1            |
| Tenth Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Eleventh Grade   | 1               | 1                        | 0                        | 0                     | 1            |
| Twelfth Grade  | 0               | 0                        | 0                        | 0                     | 0            |
| Not Graded   | 0               | 0                        | 0                        | 0                     | 0            |
| Total Students   | 1 + 1 =2        | 1                        | 0                        | 0                     | 1 + 1 =2*    |
| Total Incidents  | 1 + 1 =2        | 1                        | 0                        | 0                     | 1 + 1 =2     |

\*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

**Table 3: (Cont.)**

**Incident 2:** Student A brought a handgun to school and received an OSS.

- Count the student once in the 11<sup>th</sup> grade row for Handguns and once in the Total column of the 11<sup>th</sup> grade row.
- Count the student once in the Total Students row for Handguns and once in the Total column of the Total Students Row.
- Count the Incident once in the Total Incidents row for Handguns and once in the Total column of the Total Incidents Row

**Incident 3:** Student A brought a rifle to school and was expelled.

- Count the student once in the 11<sup>th</sup> grade row for Rifles/Shotguns, but not in the Total column for 11<sup>th</sup> grade, as he was already counted here for Incident 2.
- Count the student once in the Total Students row for Rifles/Shotgun, but not in the Total column of the Total Students Row, as he was already counted here for Incident 2.
- Count the Incident once in the Total Incidents row for Handguns and once in the Total column of the Total Incidents Row

**Incident 5:** Student D brought a handgun to school and injured another student. The offender was arrested and incarcerated for his crime.

- Count the student once in the 9<sup>th</sup> grade row for Handguns and once in the Total column of the 9<sup>th</sup> grade row.
- Count the student once in the Total Students row for Handguns and once in the Total column of the Total Students Row.
- Count the Incident once in the Total Incidents row for Handguns and once in the Total column of the Total Incidents Row

**Note on Student A (incidents 2 and 3):** If the handgun and rifle had been brought at the same time, it would be considered a “Multiple Firearms” incident and would have been reported under the Multiple Firearms Column. It would not be reported in either the handgun or rifle/shotgun columns.

Here is Table 3 again with the same students without the calculations:

| Students with Firearms                                       |          |                   |                   |                |       |
|--|----------|-------------------|-------------------|----------------|-------|
| District ID: D0###, Building ID: #### - Riverview Elementary |          |                   |                   |                |       |
| Grade  | Handguns | Rifles / Shotguns | Multiple Firearms | Other Firearms | Total |
| Kindergarten   | 0        | 0                 | 0                 | 0              | 0     |
| First Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Second Grade   | 0        | 0                 | 0                 | 0              | 0     |
| Third Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Fourth Grade   | 0        | 0                 | 0                 | 0              | 0     |
| Fifth Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Sixth Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Seventh Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Eighth Grade   | 0        | 0                 | 0                 | 0              | 0     |
| Ninth Grade  | 1        | 0                 | 0                 | 0              | 1     |
| Tenth Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Eleventh Grade   | 1        | 1                 | 0                 | 0              | 1     |
| Twelfth Grade  | 0        | 0                 | 0                 | 0              | 0     |
| Not Graded   | 0        | 0                 | 0                 | 0              | 0     |
| Total Students   | 2        | 1                 | 0                 | 0              | 2*    |
| Total Incidents  | 2        | 1                 | 0                 | 0              | 2     |

\*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.



**Table 4: Firearm Outcomes (N086)**

**Note that this table should only include weapons which are used as firearms.** Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. \*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

| Firearm Outcomes   |               |                     |                        |                |
|--|---------------|---------------------|------------------------|----------------|
| District ID: D0###, Building ID: #### - River Valley High School |               |                     |                        |                |
|  | IDEA Students | Non-IDEA Students   |                        | Total Students |
| Action Taken   |               | Alternate Placement | No Alternate Placement |                |
| Expulsion (Modified)   | 0             | 0                   | 0                      | 0              |
| Expulsion (Not Modified)   | 1             | 0                   | 0                      | 1              |
| Other Removal  | 0             | 0                   | 1                      | 1              |
| Other Discipline Action  | 1             | 0                   | 0                      | 1              |
| No Action  | 0             | 0                   | 0                      | 0              |
| Total  | 1             | 0                   | 1                      | 2*             |

\*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

**Incident 2:** Student A brought a handgun to school and received an OSS.

- Count the student once in the Other Discipline Action row under IDEA Students.
- Count the student once in the Other Discipline Action row under Total Students.
- Count the student once in the Total row under IDEA Students.
- Count the student once in the Total row under Total Students.

**Incident 3:** Student A brought a rifle to school and was expelled without GFSA modification.

- Count the student once in the Expulsion (not modified) row under IDEA Students.
- Count the student once in the Expulsion (not modified) row under Total Students.
- Do not count the student again in the Total row for IDEA students and do not count the student again in the Total row under the Total Students Column (shaded in yellow above) because the second action taken by the school was for the same student as incident 2.

**Incident 5:** Student D brought a handgun to school and injured another student. The offender was arrested and incarcerated for his crime.

- Count the student once in the Other Removal row under non-IDEA Students.
- Count the student once in the Other Removal row under Total Students.
- Count the student once in the Total row of the Non-IDEA Students column.
- Count the student once in the Total row of the Total Students column (shaded in yellow above).

*NOTE: Alternate placement information is only collected on Expulsions. Counts for other actions taken for non-IDEA students will display beneath the No Alternate Placement header, and those rows will be grayed out under the Alternate Placement header.*

**Table 5: Educational Services (N144)**

Report the number of students removed for disciplinary reason from their regular school program **for the remainder of the school year or longer**, including Gun Free Schools Act removals.

| Educational Services   |                   |               |                |
|--|-------------------|---------------|----------------|
| District ID: D0###, Building ID: #### - River Valley High School |                   |               |                |
|  | Non-IDEA Students | IDEA Students | Total Students |
| Services Provided  | 0                 | 1             | 1              |
| Services Not Provided  | 1                 | 0             | 1              |
| Total  | 1                 | 1             | 1+1=2          |

**Table 5 with Calculations**

| Educational Services   |                   |               |                |
|--|-------------------|---------------|----------------|
| District ID: D0###, Building ID: #### - River Valley High School |                   |               |                |
|  | Non-IDEA Students | IDEA Students | Total Students |
| Services Provided  | 0                 | 1             | 1              |
| Services Not Provided  | 1                 | 0             | 1              |
| Total  | 1                 | 1             | 2              |

**Table 5 as it appears without calculations**

*There were only two incidents for River Valley High School where students were removed for the remainder of the school year or longer.*

**Incident 3:** Student A (an IDEA student) brings a rifle to school and is expelled with services for the remainder of the school year.

- Report Student A once in the Services Provided row under IDEA Students.
- Report Student A once in the Total row under IDEA Students.
- Report Student A once in the Services Provided row under Total Students
- Report Student A once in the Total row under Total Students.

**Incident 6:** Student B vandalized school property and was expelled without services for the remainder of the school year.

- Report Student B once in the Services Not Provided row under Non-IDEA Students.
- Report Student B once in the Total row under Non-IDEA Students.
- Report Student B once under Total Students in the Services Not Provided row.
- Report Student B once under Total Students in the Total row.

## Table 6: Title IV Reporting

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. **Truancy" is defined as violation of state, school district, or school policy in relation to attendance.** "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. \*Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

**IMPORTANT:** The first row of this report must be hand entered using the Edit link at the bottom of the table. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. **Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date.** If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

| Title IV Reporting  |   |
|---|---|
| District ID: D0###, Building ID: #### - River Valley High School  |   |
| Students expelled for having been convicted of or adjudicated for a criminal felony offense:                    | 0 |
| Students exercising the Unsafe School Choice Option and transferring to a different school within the district: | 1 |
| Students truant this school year:   | 1 |

**Incident 2: As a result of the handgun incident with Student A, another parent withdrew their ninth grader from the school, exercising the Unsafe School Choice Option. That information was indicated via an EOYA record submitted to KIDS for the ninth grader with a 2 in Field D29: Special Circumstances Transfer Choice.**

One student at River Valley High School was deemed truant. That information was indicated via entry of a 1 in field D24 of the EOYA record submitted to KIDS.

None of the students from River Valley High School were expelled for criminal felony offenses. If there had been such a removal, the school would report that student using manual data entry after confirming that all KIDS EOYA entries had been submitted to populate the other two fields of the report.

## Table 7: IDEA Reporting

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

**IMPORTANT:** If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

|                                | Incident Date        | KIDS Student ID      | Drug                                | Serious Injury           | Weapon                              | Hearing Officer          | Violation Conduct        | ISS Days                       | OSS Days                       | EXP Days                       | Services                            |
|--------------------------------|----------------------|----------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------|
| <a href="#">Edit</a><br>Delete | 10/01/2009           | 9040915156           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0                              | 40                             | 0                              | <input type="checkbox"/>            |
| <a href="#">Edit</a><br>Delete | 09/01/2009           | 9040915156           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 10                             | 0                              | 0                              | <input type="checkbox"/>            |
| <a href="#">Edit</a><br>Delete | 11/01/2009           | 9040915156           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0                              | 0                              | 140                            | <input checked="" type="checkbox"/> |
| <a href="#">Insert Record</a>  | <input type="text"/> | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/>            |

Note: incidents in this table appear sorted in the order in which they were entered and auto-populated to the report, not by incident date.

**Incident 1:** (2<sup>nd</sup> line of Table 7 above) Students A, B, and C were found smoking and & drinking. Student A (the only IDEA student involved) was given an ISS for 10 days for Drugs. Alcohol incidents are not reported on Table 7. Report only Student A, since students B and C are non-IDEA students.

**Incident 2:** (1<sup>st</sup> line of Table 7 above) Student A brings a handgun to school and receives an OSS with services for 40 days. Student A appears again, this time with a weapons incident. NOTE: Services information is collected on expulsions only, so the Services checkbox is not activated for this incident.

**Incident 3:** (3<sup>rd</sup> line of Table 7 above) Student A brings a rifle to school and is expelled for the remainder of the school year - 140 days. Services were provided so the Services checkbox is activated for this expulsion incident.

**Table 8: Crime Matrix Reporting**

|                      | Locations, Frequencies, and Types of Criminal Acts |                  |                 |                   |                    |
|----------------------|--|------------------|-----------------|-------------------|--------------------|
|                      | Crime  | At School Normal | School Property | Supervised Normal | Supervised Outside |
| <a href="#">Edit</a> | Felonies   | 1                | 0               | 0                 | 0                  |
| <a href="#">Edit</a> | Misdemeanors                                       | 0                | 0               | 0                 | 2                  |
| <a href="#">Edit</a> | Other  | 0                | 0               | 0                 | 1                  |
|                      | Totals   | 1                | 0               | 0                 | 3                  |

Report the cumulative number of incidents that a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child.

# Validation Rules for NCLB and IDEA Reports in KAN-DIS 2015-2016

**Table 1: Incident Count (N030)**

Report the cumulative number of incidents in which the student(s) was removed from their regular education program for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates between in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. In cases where there is more than one discipline reason, for example, weapons possession and violent incident with physical injury, report the most serious reason for removal as a result of the incident.

Use the following hierarchy for the most serious reason for the incident:

- Violence with physical injury
- Violence without physical injury
- Weapons possession (no injury)
- Drugs
- Alcohol

| Incident Count                                      |     |      |       |  |     |      |       |                                       |     |      |       |  |     |      |       |  |     |      |       |  |     |      |       |  |  |  |  |  |
|---|-----|------|-------|--|-----|------|-------|---------------------------------------|-----|------|-------|--|-----|------|-------|--|-----|------|-------|--|-----|------|-------|--|--|--|--|--|
| District ID: D0###, Building ID: # - Building Name  |     |      |       |  |     |      |       |                                       |     |      |       |  |     |      |       |  |     |      |       |  |     |      |       |  |  |  |  |  |
| Illicit Drug<br>Incident Type Group<br>2300 or 2500 |     |      |       | Alcohol<br>Incident Type Group<br>2100 |     |      |       | Weapon<br>Incident Type Group<br>1200 |     |      |       | Violent Incident<br>Incident Type Group 1000                     |     |      |       |  |     |      |       | Incident Count Total<br>Sums incidents for all<br>discipline reasons, by<br>removal type (ISS, OSS,<br>EXP, OTHER) |     |      |       | Incident<br>Grand Total<br>Sums all<br>incidents |  |  |  |  |
|   |     |      |       |  |     |      |       |                                       |     |      |       | Injury<br>Includes at least one<br>victim with a major<br>injury |     |      |       | No Injury<br>No victim(s) with<br>injuries or victim(s)<br>with minor injury |     |      |       |  |     |      |       |  |  |  |  |  |
| ISS   | OSS | Exp. | Other | ISS                                    | OSS | Exp. | Other | ISS                                   | OSS | Exp. | Other | ISS  | Oss | Exp. | Other | ISS  | OSS | Exp. | Other | ISS  | OSS | Exp. | Other |  |  |  |  |  |
|   |     |      |       |  |     |      |       |                                       |     |      |       |  |     |      |       |  |     |      |       |  |     |      |       |  |  |  |  |  |

**ISS**= Action Taken 450 and Length in School Days > or = 1

**OSS** = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1

**EXP** = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

**OTHER** = Action Taken 850, 860 or 870 - Length in days is not required

**Validation Rules for Table 1**

1. All values must be whole integers, no alphanumerical characters.
2. The Incident Count Total column for ISS (shaded in orange above) cannot exceed the values recorded for the ISS columns by discipline reason (shaded in green above) and cannot be less than the largest value reported ISS for any individual discipline reason. The same rules apply to OSS, EXP and OTHER, respectively.
3. The Incident Grand Total column (shaded in blue above) cannot exceed the sum of the values recorded in the Incident Count Totals Columns.

**Table 2: Student Count (N136)**

Report the number of students removed from their regular education programs for at least an entire school day for violence, weapons, alcohol, and/or drugs. Note that "weapons" in this table includes both firearms and other weapons. This table differentiates among in-school suspensions, out-of-school suspensions, expulsions and other removals. Other Removals include outcomes such as death, withdrawal, or incarceration. If a student has multiple incidents for the same discipline reason, report the student only once per discipline reason by the most serious Action Taken. If multiple students were involved in the same discipline incident, they should each be reported separately in this report.

**Use the following hierarchy for the most serious Action Taken for the incident:**

- The OTHER category of actions taken (Death, Withdrawal, and Incarceration) shall be treated as more serious than any of the expulsions or suspensions.
- An expulsion for the remainder of the school year shall be treated as more serious than an expulsion for a partial school year.
- A suspension for the remainder of the school year shall be treated as more serious than a suspension for a partial school year.
- Any expulsion is more serious than any suspension.
- Any out of school suspension is more serious than any in-school suspension.

| Student Count  |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |     |       |     |     |     |       |                     |     |     |       |                                    |
|--|---|-----|------|-------|---|-----|------|-------|---------------------------------------|-----|------|-------|--|-----|-----|-------|-----|-----|-----|-------|---------------------|-----|-----|-------|------------------------------------|
| District ID: D0###, Building ID: ### - Building Name |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |     |       |     |     |     |       |                     |     |     |       |                                    |
| Grade  | Illicit Drug<br>Incident Type Group<br>2300 or 2500           |     |      |       | Alcohol<br>Incident Type Group<br>2100                                    |     |      |       | Weapon<br>Incident Type Group<br>1200 |     |      |       | Violent Incident<br>Incident Type Group 1000 |     |     |       |     |     |     |       | Student Count Total |     |     |       | Student<br>Count<br>Grand<br>Total |
|  | Injury<br>Includes at least one victim<br>with a major injury |     |      |       | No Injury<br>No victim(s) with injuries or<br>victim(s) with minor injury |     |      |       |                                       |     |      |       |  |     |     |       |     |     |     |       |                     |     |     |       |                                    |
|  | ISS   | OSS | Exp. | Other | ISS   | OSS | Exp. | Other | ISS                                   | OSS | Exp. | Other | ISS  | OSS | Exp | Other | ISS | OSS | Exp | Other | ISS                 | OSS | Exp | Other |                                    |
| Twelfth<br>Grade                                     |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |     |       |     |     |     |       |                     |     |     |       |                                    |
| Not<br>Graded  |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |     |       |     |     |     |       |                     |     |     |       |                                    |
| Total<br>Student                                     |   |     |      |       |   |     |      |       |                                       |     |      |       |  |     |     |       |     |     |     |       |                     |     |     |       |                                    |

NOTE: This table has been shortened for ease of display. In KAN-DIS, Table 2 shows all grade levels. See pages 5-6 for an example.

**ISS**= Action Taken 450 and Length in School Days > or = 1

**OSS** = Action Taken 510, 515, 520 or 525 and Length in School Days > or = 1

**EXP** = Action Taken 550, 555, 560 or 565 and Length in School Days > or = 1

**OTHER** = Action Taken 850, 860 or 870 - Length in days is not required

**Student Count Total columns** = Unduplicated Student totals by grade level for each Action Taken (ISS, OSS, EXP, Other). These data are unduplicated because a student reported under multiple discipline reasons will be counted only once in each of these columns.

**Student Count Grand Total column** = Total unduplicated number of students by grade level. These data are unduplicated because a student reported under multiple Actions Taken in the Student Count Total columns will be counted only once in this column.

**Total Students row** = The unduplicated student count by each discipline reason (Illicit Drug, Alcohol, Weapon, Violent Incident, Other) totaled for each Action Taken (ISS, ISS, OSS, EXP, Other). These data are unduplicated because a student will only be reported once for each discipline reason, by the most serious action taken.

The final count of **Total Students in the Student Count Grand Total column** is the unduplicated cumulative number of incidents in which students were removed from their regular education program of at least an entire school day for violence, weapons, alcohol and/or drugs.

## **Validation Rules for Table 2**

1. All values must be whole integers, no alphanumeric characters.
2. The student totals reported in the Total Students row (shaded in pink above) cannot exceed the values recorded for all grades (shaded in orange above) for that action taken and cannot be less than the largest value reported for any individual grade. The same rule applies to each column including Student Count Total columns.
3. The Student Count Totals column for OSS (shaded in purple above) cannot exceed the values recorded for OSS for all discipline reasons (shaded in blue above) for each grade level and cannot be less than the largest value reported for any individual discipline reason. The same rule applies to ISS, EXP and OTHER. The same rule applies to the final counts by Action Taken appearing in the Total Students row (shaded in pink above) for the values recorded in each column total in the Total Students row.
4. The Student Count Grand Total column (shaded in green above) cannot exceed the sum of the values recorded in the Student Count Totals Columns for ISS, OSS, EXP and Other.



**Table 3: Students Involved with Firearms (N086, N094)**

**Note that this table should only include weapons which are used as firearms.** Report the unduplicated number of students who were involved in an incident involving a firearm by type of firearm, plus the total number of incidents. Any incident in which a student was found to have brought a firearm to school or possessed a firearm at the school should be reported, even if the expulsion is shortened or no penalty is imposed. Any incidents in which a student with disabilities (IDEA) brought a firearm to school or possessed a firearm at school should also be included, even if it is determined that the incident is a manifestation of the student’s disability. Report the total number of students by grade, total number of students overall, and total number of incidents overall. \*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

| Students with Firearms  |          |                   |                   |                |       |
|---|----------|-------------------|-------------------|----------------|-------|
| District ID: D0###, Building ID: ##### - Riverview Elementary |          |                   |                   |                |       |
| Grade   | Handguns | Rifles / Shotguns | Multiple Firearms | Other Firearms | Total |
| Twelfth Grade   |          |                   |                   |                |       |
| Not Graded  |          |                   |                   |                |       |
| Total Students  |          |                   |                   |                |       |
| Total Incidents   |          |                   |                   |                |       |

*NOTE: This table has been shortened for ease of display. In KAN-DIS, Table 3 shows all grade levels. See page for an example.*

**Grade Totals** = Total number of students by grade level involved in incidents with each type of firearm

**Total Students** = Total number of students involved in incidents with each type of firearm.

**Total Incidents** = Total number of incidents involving firearms. Should not duplicate counts of incidents involving multiple students within or across grade levels.

**Validation Rules for Table 3**

1. All values must be whole integers, no alphanumeric characters.
2. The total number of students reported in Table 3: Students with Firearms should equal the total number of IDEA & Non-IDEA students reported in Table 4: Firearm Outcomes.
3. The student totals reported in the Total Students row (shaded in pink above) cannot exceed the values recorded for all grades for that incident type and cannot be less than the largest value reported for any individual grade.
4. The Total column (shaded in green above) cannot exceed the values recorded for all incident types for each grade level and cannot be less than the largest value reported for any individual incident type. The same rule should apply to OSS. Repeat for each column including the Total column.

**Table 4: Firearm Outcomes (N086)**

**Note that this table should only include weapons which are used as firearms.** Report the unduplicated number of students who were involved in an incident involving a firearm by outcome and IDEA status. Alternate Placement or No Alternate Placement needs to be reported for Expulsions involving Non-IDEA Students only. Other Removals would include outcomes such as death, withdrawal, or incarceration. \*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

| Firearm Outcomes   |               |                     |                        |                |
|--|---------------|---------------------|------------------------|----------------|
| District ID: D0###, Building ID: #### - River Valley High School |               |                     |                        |                |
| Action Taken   | IDEA Students | Non-IDEA Students   |                        | Total Students |
|  |               | Alternate Placement | No Alternate Placement |                |
| Expulsion (Modified)   |               |                     |                        |                |
| Expulsion (Not Modified)   |               |                     |                        |                |
| Other Removal  |               |                     |                        |                |
| Other Discipline Action  |               |                     |                        |                |
| No Action  |               |                     |                        |                |
| Total  |               |                     |                        | *              |

\*Please note that the total number of students reported in Table 3 should equal the total number of IDEA and Non-IDEA students reported in Table 4.

**Validation Rules for Table 4**

1. All values must be whole integers, no alphanumerical characters.
2. The student totals reported in the Total row (shaded in orange above) cannot exceed the values recorded for all actions taken for that student type and cannot be less than the largest value reported for any individual action taken.
3. The Total Students column (shaded in blue above) cannot exceed the values recorded for all student types for each action taken and cannot be less than the largest value reported for any individual student type.
4. The Total Students column for Expulsions (both modified and not modified, shaded in green above) when combined, should not exceed the Total Students reported with Weapon Expulsions in Table 2: Student Count (shaded on red in Table 2 above.)

**Table 5: Educational Services (N144)**

Report the number of students removed for disciplinary reason from their regular school program for the remainder of the school year or longer, including Gun Free Schools Act removals.

| Educational Services                                   |                   |               |                |
|--|-------------------|---------------|----------------|
| District ID: D0###, Building ID: ##### - Building Name |                   |               |                |
|  | Non-IDEA Students | IDEA Students | Total Students |
| Services Provided                                      |                   |               |                |
| Services Not Provided                                  |                   |               |                |
| Total  |                   |               |                |

**NOTE:** Removals for the remainder of the school year or longer are now being collected on individual incidents in KAN-DIS. If you are using Individual Incident Data Entry or Import, this report will pre-populate. If you are using the aggregate method of reporting, Table 5 should be edited and saved before submitting to KSDE. If you are using the aggregate method and have no removals for the remainder of the school year, simply save the report with the pre-populated zeroes and submit to KSDE.

**Validation Rules for Table 5**

1. All values must be whole integers, no alphanumerical characters.
2. The student totals reported in the Total row (shaded in purple above) cannot exceed the values recorded for all service statuses for that student type and cannot be less than the largest value reported for any individual service status.
3. The Total column (shaded in blue above) cannot exceed the values recorded for all student types and cannot be less than the largest value reported for any individual student type.

## Table 6: Title IV Reporting

The following information is required for Federal Title IV reporting. "Criminal felony offense" is defined as any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child. "Truant" is defined as any student with 3 consecutive unexcused absences, 5 unexcused absences in any semester, or 7 unexcused absences in a year (whichever comes first) initially populated based upon EOYA submissions to KIDS. "Unsafe School Choice Option" is a provision of Federal Law allowing a student to transfer out of a school deemed "persistently dangerous." Truancy and Unsafe School Choice Options are initially reported via the KIDS Collection System. \*Please note that the total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" should not exceed the number of Student Count/Student Count Total Expulsions reported in Table 2.

**IMPORTANT:** The first row of this report must be hand entered using the Edit link at the bottom of the table. The remaining rows are populated automatically from EXIT and EOYA records submitted to KIDS. **Before using the Edit link to add data to the first row, be sure that all of your KIDS entries for Truancy and Unsafe School Choice are up-to-date.** If you edit the report before completing your KIDS entries, subsequent records submitted to KIDS will not update automatically. This may result in incorrect or incomplete data.

| <b>Title IV Reporting</b>   |                                  |
|---|----------------------------------|
| District ID: D0####, Building ID: ##### - Building Name   |                                  |
| Students expelled for having been convicted of or adjudicated for a criminal felony offense:                    | Hand-entered by schools          |
| Students exercising the Unsafe School Choice Option and transferring to a different school within the district: | Populated from KIDS EOYA records |
| Students truant this school year:   | Populated from KIDS EOYA records |

**NOTE:** The Unsafe School Choice and Truant Students sections of the report are no longer editable. They must be populated from EOYA records submitted via the KIDS system.

### Validation Rules for Table 6

1. All values must be whole integers, no alphanumerical characters.
2. The total number of "Students expelled for having been convicted of or adjudicated for a criminal felony offense" (shaded above in orange) should not exceed total number of Expulsions reported in Table 2 (See Table 2: Student Count above, marked with an \*).

## Table 7: IDEA Reporting

Report all incidents involving IDEA students that result in an ISS, OSS or Expulsion. Include individual student information for all students involved in an incident that have an IEP for a disability at the time of the incident.

**IMPORTANT:** If you use Individual Incident Data Entry or Individual Incident Import to enter discipline incidents, do not enter or edit incidents in the IDEA report directly. If you do, any subsequent incidents you enter via data entry or import involving IDEA students will not be populated into the report, even if they are in the Approved folder. Direct entry into the IDEA Aggregate Report is intended for users who are not using Individual Incident Data Entry or Individual Incident Import to enter discipline incidents involving IDEA students.

|                                | Incident Date        | KIDS Student ID      | Drug                                | Serious Injury           | Weapon                              | Hearing Officer          | Violation Conduct        | ISS Days                       | OSS Days                       | EXP Days                       | Services                            |
|--------------------------------|----------------------|----------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------|
| <a href="#">Edit</a><br>Delete | 10/01/2009           | 9040915156           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0                              | 40                             | 0                              | <input type="checkbox"/>            |
| <a href="#">Edit</a><br>Delete | 09/01/2009           | 9040915156           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 10                             | 0                              | 0                              | <input type="checkbox"/>            |
| <a href="#">Edit</a><br>Delete | 11/01/2009           | 9040915156           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0                              | 0                              | 140                            | <input checked="" type="checkbox"/> |
| <a href="#">Insert Record</a>  | <input type="text"/> | <input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/>            |

**NOTES:**

Data shown in this example was created specifically for training purposes, and does not reflect actual student data.

When reporting, there should be a separate row for each student by incident, rather than one per student. In other words, if a student is involved in two incidents (even if both incidents occur on the same date), there should be two entries for that student. Likewise, if multiple students are involved in a single incident, there should be an entry for each student.

**Validation Rules for Table7**

1. All values must be whole integers, no alphanumeric characters.
2. Dates entered must be between 7/1 and 6/30 of the current school year.
3. ISS Days, OSS Days, Exp Days allow entry in half-day (.5 day) increments
4. Information on Services only applies to incidents with Expulsion outcomes.

### Table 8: Crime Matrix Reporting

The information in this table is required for Federal Title IV reporting. Report the cumulative number of incidents that a student was involved in any felony against persons, including: Murder, Aggravated Assault, Battery, Criminal Threat, Hazing, Kidnapping, Robbery, Burglary, Stalking, Child Abuse, Terroristic Threat, or sex crimes such as: Rape, Aggravated Indecent Liberties with a Child, Sexual Battery, and Sexual Exploitation of a Child.

#### Validation Rules for Table 8

1. All values must be in whole integers, no alphanumeric characters.
2. Totals are at the bottom of each column.
3. Information on incidents are divided into separate categories for at school during normal school day, on School property, supervised during a normal school day and supervised outside of a normal school day.
4. These are the total cumulative number of incidents that a student is involved in.

### Document Revision History

| Version | Date       | Changes   |
|---------|------------|---|
| 1.00    | 11/23/2010 | <ul style="list-style-type: none"><li>• Initial document posting. There were no changes to the document from 2009-2010 to the 2015-2016 SY. Modified document to just change the dates and version number.</li></ul>            |
| 2.00    | 9/2012     | <ul style="list-style-type: none"><li>• Truancy definition changed to match state guidelines</li><li>• Emergency Safety Intervention Reports added and definitions</li><li>• Crime Matrix table added and definitions</li></ul> |
| 3.00    | 3/2016     | <ul style="list-style-type: none"><li>• Bullying Table changed to match KIDS data</li></ul>   |