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***Specifications for Completing the***

***Student Behavior and Administrative Response Collection***

***2023 - 2024***

# General Information

The *Code of Virginia* (§22.1-279.3:1) requires school divisions statewide to submit data annually to the Virginia Department of Education (VDOE) on events of student behavior and the administrative responses to the behavior. This report provides safety indicators for Virginia’s School Quality Profile. These events shall include those that occurred on school property, on a school bus, or at a school-sponsored activity.

The Student and Administrative Response Collection (SBAR) is required to satisfy the federal assurances for Every Student Succeeds Act (ESSA), the federal *Gun-Free Schools Act of 1994,* andthe federal *Individuals with Disabilities Education Act*, known as IDEA. In addition, the federal Office of Special Education Programs (OSEP) requires all states to report in-school suspension data for students with disabilities.

Data reported in the SBAR collection are also used by the VDOE to meet its Special Education State and Federal Performance Plan/Annual Performance Report (SPP/APR) reporting requirement to determine whether a school division has a significant discrepancy in the rate of suspensions and expulsions.

# Reporting Cycles

SBAR data should be entered **throughout** the school year using the Pre-submission function. It is highly recommended that school divisions submit data on a monthly or quarterly basis. Through this ongoing process, school divisions can edit and review the data for the point of time of the submission. The final verification report will be generated when the data is verified.

The SBAR is collected twice a year:

* **Preliminary**: The Preliminary SBAR submission should include data from the first day of the school year up through January 31st.
* **EOY**: The EOY SBAR submission should include data from the first day of the school year through June 30th.

# Data Reporting Guidelines

* Report the events that occur in:
  + your Local Education Agency (LEA)
  + private schools for special education placements, for whom your LEA is responsible, when the administrative response results in a suspension, expulsion, or report to law enforcement; does not include in-school suspension
  + the public regional programs to the students for whom your LEA is responsible

# Data Format Guidelines

* **Flags:**If the data element name contains the word “flag”, an **N** for “no” or a **Y** for “yes” is required. Blanks will not be accepted. VDOE recommends setting the default value for all “flag” fields to **N**.
* **Codes:**If the data element name contains the word “code”, only a valid state assigned code or blank will be accepted. Please refer to the lists of valid codes for each of these data elements.
* **Blanks:**Blanks must truly be blanks. Do not enter a zero or blank character space (i.e. hit the spacebar one time) when leaving a field blank.

# Steps for Submitting the SBAR

## Collect Data

* + Collect the events, behaviors, and responses that occur within the division.
  + Use the Data Elements file layout to assemble a tab-delimited file of the event, behavior, and response data.
  + Include all required elements. Any element not required is optional. A tab character must be included for all optional, retired and filler elements. Any record that does not have the correct number of tab characters will fail edit checks.

## Submit Data

* Log in to the Single Sign-On for Web Application Systems (SSWS).
* Upload the tab-delimited file of records for the Student Behavior and Administrative Response Collection.

## Check SSWS for Pass/Fail notifications

* The status of the submitted file can be found on the Status Tracking page of the SSWS.
* Once the SBAR data is processed, a color-coded notification table on the Submit Data page will indicate whether the uploaded file passed or failed the validation checkpoints.
* These checkpoints are only related to the file layout and A Record. Any file with failed indicators must be corrected and resubmitted. (Return to Step 1.)

## View or Download the data edits from SSWS

* After the uploaded file of SBAR data passes the validation checkpoints, the data elements for each record will be validated.
* Three types of errors could be generated which include Fatal, Warning, and Code Conflict.
* Fatal errors consist of erroneous data for the required elements.
* Warnings consist of questionable data for optional elements.
* Code Conflicts identify data that do not align with the Code of Virginia.
  + Warnings and Code Conflicts do not necessarily indicate incorrect or bad data but serve to prompt users to verify their data and apply the Code of Virginia when responding to students’ behaviors.
* Unless a Successful Upload Status is received in the Status Tracking table, all fatal errors must be corrected and resubmitted. (Return to Step 1.)

## Verification Process in SSWS

* After all the fatal errors have been corrected, resubmitted and the file is error free, the SBAR electronic verification process begins.
* These reports should be reviewed electronically very carefully. If inaccurate, the tab-delimited file of student record data must be corrected and resubmitted. (Return to Step 1.)
* If the reports are correct, the division superintendent will review and approve each report electronically through the Superintendent Data Collection Approval (SDCA) application in SSWS.
* If there are any identified errors at this point, the Division Superintendent will reject the submission and the SBAR file must be corrected and resubmitted. (Return to Step 1.)

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

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

1. If the school division needs to resubmit data, the division superintendent must email a signed letter, addressed to Dr. Lisa Coons, Superintendent of Public Instruction, to Resultshelp@doe.virginia.gov. The letter must be signed, scanned, and then attached to the email.
2. Once the letter is received, it will be routed to the following individuals for approval:
   * + - Paul Cormal, Assistant Superintendent of Data, Research, and Technology
       - Dr. Lisa Coons, Superintendent of Public Instruction
3. Your letter must include the following:

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

1. Upon approval from the Office of the Superintendent of Public Instruction, the division’s SBAR contact will be notified to schedule a resubmission. Upon approval from the Superintendent of Public Instruction, the appropriate staff in the school division must contact the Data Administration Specialist(s) for the SBAR report, provide a detailed summary of intended changes, and request that the SBAR window be opened.
2. Once the SBAR window has been reopened, the division will be notified and allowed to resubmit the SBAR data.
3. After the resubmission is successful, the division superintendent must electronically approve the verification report.

## 7. Protocol for Resubmission after the VDOE SBAR data has been made available to the public

* If the collection window has closed for the school year, all the verification reports have been electronically approved, and VDOE has made the data publicly available, the following procedure must be followed:

1. If the school division needs to resubmit data, the division superintendent must email a signed letter, addressed to Dr. Lisa Coons, Superintendent of Public Instruction, to Resultshelp@doe.virginia.gov. The letter must be signed, scanned, and then attached to the email.
2. Once the letter is received, it will be routed to the following individuals for approval:
   * + - Paul Cormal, Assistant Superintendent of Data, Research, and Technology
       - Dr. Lisa Coons, Superintendent of Public Instruction
3. Your letter must include the following:

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

1. Upon approval from the Office of the Superintendent of Public Instruction, the division’s SBAR contact will be notified to schedule a resubmission. Upon approval from the Superintendent of Public Instruction, the appropriate staff in the school division must contact the Data Administration Specialist(s) for the SBAR report, provide a detailed summary of intended changes, and request that the SBAR window be opened.
2. Once the SBAR window has been reopened, the division will be notified and allowed to resubmit the SBAR data.
3. After the resubmission is successful, the division superintendent must electronically approve the verification report.

# Protocol for Reporting Persistently Dangerous Events

Persistently Dangerous (PD) Behaviors that fall into Category I must be reported to VDOE within 10 days of the event occurring.  School divisions should collect as much information as possible and submit a web form record as shown below. All fields are required in the web form and cannot be edited after submission. All other categories of PD events can be reported in the web form, but only Category I are required to be reported within 10 days. These events must also be reported in subsequent file submissions.

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There are three categories of offenses (Category I, Category II, and Category III) that are assigned either an absolute threshold or point value to each category (See Reference Table 1). Schools accumulate points when these events occur. **Category I events** **must be reported within 10 days** of the occurrence. Each school has a point threshold for Category II and III offenses that when exceeded, places the school in either a “cautioned,” “probationary,” or “persistently dangerous” status. For Category I offenses, no points are assigned. **A minimum of one event in this category per school year, regardless of school size, exceeds the threshold for that year.**

The division superintendent will be notified by the State Superintendent of Public Instruction if an identified school within the division will receive a written notification of its status for a period of one year from the date of the event. In keeping with the procedures originally outlined in Superintendent’s Memo No. 86, May 9, 2003, the school must develop or review its corrective action plan (CAP) to increase safety in the school environment and to reduce the number of events. The plan also must include the periodic review of school crime and violence data throughout the year by school officials. The CAP will be due to the Department of Education **within 20 working days** from the date of the original event.

**Persistently Dangerous Behavior Codes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree of Harm** | **Description** | **Code** | **Points Per Event** |
| **Category I** | **Automatic Caution** |  | **One Event Exceeds the Threshold** |
|  | Homicide Firearm | PD1 |  |
|  | Homicide - Other Weapon | PD2 |  |
|  | Sexual Assault | PD3 |  |
|  | Attempted Sexual Assault | PD4 |  |
|  | Use of a Bomb | PD5 |  |
| **Category II** |  |  | **Two Points** |
|  | Assault with Firearm or Weapon | PD6 |  |
|  | Actual or Attempted Robbery | PD7 |  |
|  | Kidnapping/Abduction | PD8 |  |
|  | Malicious Wounding without a Weapon | PD9 |  |
|  | Aggravated Sexual Battery on a Student | PD10 |  |
| **Category III** |  |  | **One Point** |
|  | Illegal Possession of Handgun | PD11 |  |
|  | Illegal Possession of Rifle or Shotgun | PD12 |  |
|  | Illegal Possession of Any Other Projectile/Weapon | PD13 |  |
|  | Illegal Possession of Bomb | PD14 |  |
|  | Illegal Possession of Other Firearms: firebombs, explosive materials or devices, hoax explosive devices per § 18.2-85, or explosive incendiary devices, as defined in § 18.2-433.1, or chemical bombs per § 18.2-87.1 | PD15 |  |
|  | Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell | PD16 |  |

# Element Descriptions

# A Record

The purpose of this record is to identify the following:

* Division and staff that is submitting a file
* Collection type that is being submitted
* School Year
* File Submission Type

## Record Type A

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| PRESUB, PRELIM, EOY | Alpha | 1 |

The Record Type is a constant variable that identifies each record in the A Record.

**Edit checks for Record Type A**

* Must be A
* Must be alpha
* Must be one character
* Blanks are not permitted

## File Submission Type

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 2 |

The File Submission Type is the type of collection being submitted.

**Codes for File Submission Type**

| **Code** | **Description** |
| --- | --- |
| 03 | End-of-Year |
| 09 | Pre-submission |
| 17 | Preliminary |

**Edit checks for File Submission Type**

* Must be numeric
* Must be valid code
* Blanks are not permitted

## Beginning School Year

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Beginning School Year is the year in which the school year began.

**Edit checks for Beginning School Year**

* Must be beginning school year
* Must be numeric
* Must be four characters
* Blanks are not permitted

## Division Number

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 3 |

The Division Number is the three-digit number that represents the division or regional center that is submitting the collection. Leading zero(s) must be included, i.e. 005.

**Codes for Division Number**

* Refer to the list of [Division/School Codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)

**Edit checks for Division Number**

* Valid three-digit, state assigned division number
* Must be numeric
* Must be three characters
* Blanks are not permitted

# B Record (Event, Student Behavior, Administrative Response and Victim Record)

The B Record collections information on the event characteristics (time, place, and weapons involved), student, behaviors, behavioral supports, interventions, and administrative responses.

* One or more students can have a B record for a single event; however, an individual student must not have more than one B record for a single event.
* Up to four behaviors can be reported per student per event.
* Students within the same event may have different behaviors, interventions, supports, and administrative responses reported.
* Each record may contain up to three behavioral interventions, three instructional supports. **At least one behavioral intervention must be reported on each record.**
* A record may contain no sanctions, one sanction, or multiple sanctions.
* Not every event will have victim data. Victim data is required when any behavior in the event requires a victim count.
* The victim count belongs to the event, therefore, each student involved in the event must have the same victim count. See Reference Table 1: List of Behavior Codes, for a list of [Behavior Code](https://www.doe.virginia.gov/home/showpublisheddocument/49704/638312317431170000) that require a victim count.

## Record Type B

| **Format** | **Maximum Length** |
| --- | --- |
| Alpha | 1 |

The Record Type is a constant variable that identifies each record in the B Record.

**Edit checks Record Type B**

* Must be B
* Must be alpha
* Must be one character
* Blanks are not permitted

## Local Event ID

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 11 |

The Local Event ID is unique code of not more than eleven characters, locally assigned within a school division to identifyan event. The same Local Event ID cannot be repeated within the division. One Local Event ID is used for all records in the same event. This is the key field linking event records to student, response, and victim records. All students involved in an event, should be assigned the same event code.

**Edit checks for Local Event ID**

* Must be unique with the division for the school year
* Limited to the alphabet, digits 0-9 and hyphens. Cannot contain tabs, spaces, commas or single or double quotation marks
* Must be eleven characters or less
* Blanks are not permitted

## Event Division

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Event Division is the three or four digit number that identifies the division, center or agency where the event occurred.

**Codes for Event Division**

* Refer to the list of [Division/School Codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)

**Edit checks for Event Division**

* Valid state-assigned division number
* Blanks are not permitted
* Must match the event division number for other records with the same local event id

## Event School

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Event School is the four-digit number that identifies the school, center, program, or placement that where the event occurred within the Event Division.

**Codes for Event School**

* Refer to the list of [Division/School Codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)

**Edit checks for Event School**

* Valid institution number within the Event Division
* Blanks are not permitted
* Must match the event school for other records with the same local event id

## Date of Event

| **Format** | **Maximum Length** |
| --- | --- |
| Date | 10 |

The date that the Event occurred. The school year begins on July 1 of the current year and ends on June 30 of the following year.

**Edit checks for Date of Event**

* Must be a valid date
* Must be mm/dd/yyyy format (including slashes)
* Must match the event date for other records with the same local event id

## Time of Event

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

The time that the Event occurred.

**Codes for Time of Event**

| **Code** | **Description** |
| --- | --- |
| 1 | During the school day |
| 2 | During a school-sponsored activity |
| 3 | Not during school or activities |
| 4 | In transit on the way to or from school |

**Edit checks for Time of Event**

* Must be valid code
* Blanks are not permitted
* Must match the event time from other records with the same local event id
* If Behavior Code is BESO18, then Time of Event must be 3

## Location of Event

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

The location where the Event took place.

**Codes for the Location of Event**

|  |  |
| --- | --- |
| **Location of Event Code** | **Description** |
| 1 | Classroom |
| 2 | Interior common area of school building |
| 3 | Exterior area of school building |
| 4 | On school bus or other student transportation |
| 5 | At another school in the division |
| 6 | Off-campus at a school sponsored event |
| 7 | Off campus/other location including social media |

**Edit checks for Location of Event**

* Must be a valid code
* Blanks are not permitted
* Must match the event location from other records with the same local event id
* If Behavior Code is BESO18, then Location of Event must be 7

## Firearms Confiscated

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 2 |

The number of firearms confiscated at the event.

**Edit checks for Firearms Confiscated**

* Valid number between 0-99
* Warning received if Behavior Code = PD1, PD11, PD12, or PD15 and Firearms Confiscated count is null or 0
* Must match the number of firearms confiscated from other records with the same local event id

## Weapons Confiscated

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 2 |

The number of non-firearm weapons confiscated at the event.

**Edit checks for Weapons Confiscated**

* Valid number between 0-99
* Warning received if Behavior Code = BESO15, BESO16, BESO17, BSC26, BSC27, PD2, PD5, PD6, PD13 or PD14 and Weapons Confiscated count is null or 0
* Must match the number of weapons confiscated from other records with the same local event id

## Firearms Code

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

Code that best describes the type of firearm used at the event.

**Codes for Firearm Type**

| **Code** | **Description** |
| --- | --- |
| 1 | Handgun/Pistol |
| 2 | Shotgun/Rifle |
| 3 | More than one firearm type; Handgun, Pistol, Rifle, Shotgun |
| 4 | Other Firearm |
| 5 | Non-firearm weapons (use only if Behavior Code is PD6) |

**Edit checks for Time of Event**

* Must be null or a valid code
* Cannot be null when behavior code is PD1, PD6, PD11, PD12 or PD15
* Cannot be blank if Firearm Confiscated is greater than 0
* Must match the firearm codes from other records with the same local event id

## Law Enforcement Flag

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 1 |

The Law Enforcement flag is a flag to identify if law enforcement was notified of this behavior. Local school board policy must provide for notification of local law enforcement authorities in accordance with §22.1-279.3:1.D. of the *Code of Virginia* that requires principals to immediately report to the local law enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A*.* that may constitute a criminal offense.

**Edit checks for Law Enforcement Flag**

* Valid value must be Y or N
* Blanks not permitted
* If Behavior Code = BESO14 (when victim is a staff member), BESO17, BSC21 or PD1-PD16, then Law Enforcement Flag must be Y
* If Behavior Code is BESO18, then Law Enforcement Flag must be N
* Should be reported for the student behavior

## Notified of Charges Filed Flag

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 1 |

A flag to indicate the school or division was notified that the student was charged with an offense relating to the Commonwealth's laws, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260

**Edit checks for Notification of Charges Filed Flag**

* Valid value must be Y or N
* Must be N if Behavior code is not BESO18
* Should be reported for the student behavior

## Notified of Conviction Flag

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 1 |

A flag to indicate the school or division was notified that the student was found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260.

**Edit checks for Notification of Conviction Flag**

* Cannot be Y if Notification of Charges Filed Flag is N
* Must be Y or N
* Should be reported for the student behavior

## CAHO (**Court Appointed Hearing Officer)** Flag

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 1 |

A flag to indicate a Court Appointed Hearing Officer by the Virginia Supreme Court. This should only be reported for students with an IEP. The CAHO Flag is not tied to a specific student behavior but is reported for the student event.

**Edit checks for CAHO Flag**

* Must be Y or N

## State Testing ID

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 10 |

The State Testing ID is a 10 digit numeric field and cannot begin with 0 or contain repetitive sequences such as 111, or 222, etc. The State Testing ID will be the unique number provided by the state to uniquely identify the student within the State. *A warning error message received, if STI not included in SRC.*

**Edit checks for State Testing Identifier**

* The State Testing ID must be a valid assigned number
* Must be numeric
* Must be ten characters
* Must be 9999999999 if Unknown Offender Type is not null

## Behavior Code 1

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 6 |

One of up to four Behavior Codes that best describes the student behavior(s) exhibited during this specific event, and for which the student is receiving a consequence. The Persistently Dangerous Event Code is used to identify student behaviors described in the Virginia’s Unsafe School Choice Option Policy required by the Federal Every Students Succeeds Act of 2015.

**Codes for Behavior Code**

* See Reference Table 1: List of Behavior Codes or [Behavior Code](https://www.doe.virginia.gov/home/showpublisheddocument/49704/638312317431170000)

**Edit checks for Behavior Codes**

* Must be a valid behavior code
* Must be alphanumeric
* Must be six characters or less
* Cannot be the same as Behavior Code 2, 3 or 4
* Blanks are not permitted
* If Behavior Code is BESO18 (Crimes in the Community), then the remaining three Behavior Code fields must be null
* If Behavior Code is BESO18, then Time of Event must be 3
* If Behavior Code is BESO18, then Location of Event must be 7

## Behavior Code 2

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 6 |

One of up to four Behavior Codes that best describes the student behavior(s) exhibited during this specific event, and for which the student is receiving a consequence. The Persistently Dangerous Event Code is used to identify student behaviors described in the Virginia’s Unsafe School Choice Option Policy required by the Federal Every Students Succeeds Act of 2015.

**Codes for Behavior Code**

* See Reference Table 1: List of Behavior Codes or [Behavior Code](https://www.doe.virginia.gov/home/showpublisheddocument/49704/638312317431170000)

**Edit checks for Behavior Codes**

* Must be a valid behavior code
* Must be alphanumeric
* Must be six characters or less
* Cannot be the same as Behavior Code 1, 3 or 4
* If Behavior Code is BESO18 (Crimes in the Community), then the remaining three Behavior Code fields must be null
* If Behavior Code is BESO18, then Time of Event must be 3
* If Behavior Code is BESO18, then Location of Event must be 7

## Behavior Code 3

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 6 |

One of up to four Behavior Codes that best describes the student behavior(s) exhibited during this specific event, and for which the student is receiving a consequence. The Persistently Dangerous Event Code is used to identify student behaviors described in the Virginia’s Unsafe School Choice Option Policy required by the Federal Every Students Succeeds Act of 2015.

**Codes for Behavior Code**

* See Reference Table 1: List of Behavior Codes or [Behavior Code](https://www.doe.virginia.gov/home/showpublisheddocument/49704/638312317431170000)

**Edit checks for Behavior Codes**

* Must be a valid behavior code
* Must be alphanumeric
* Must be six characters or less
* Cannot be the same as Behavior Code 1, 2 or 4
* If Behavior Code is BESO18 (Crimes in the Community), then the remaining three Behavior Code fields must be null
* If Behavior Code is BESO18, then Time of Event must be 3
* If Behavior Code is BESO18, then Location of Event must be 7

## Behavior Code 4

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 6 |

One of up to four Behavior Codes that best describes the student behavior(s) exhibited during this specific Event, and for which the student is receiving a consequence. The Persistently Dangerous Event Code is used to identify student behaviors described in the Virginia’s Unsafe School Choice Option Policy required by the Federal Every Students Succeeds Act of 2015.

**Codes for Behavior Code**

* See Reference Table 1: List of Behavior Codes or [Behavior Code](https://www.doe.virginia.gov/home/showpublisheddocument/49704/638312317431170000)

**Edit checks for Behavior Codes**

* Must be a valid behavior code
* Must be alphanumeric
* Must be six characters or less
* Cannot be the same code as behavior code 1, 2 or 3
* If Behavior Code is BESO18 (Crimes in the Community), then the remaining three Behavior Code fields must be null
* If Behavior Code is BESO18, then Time of Event must be 3
* If Behavior Code is BESO18, then Location of Event must be 7

## Unknown Offender Code

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

The Unknown Offender Code defines if the offender involved in the event is not a student within the school division

**Code Values for the Unknown Offender Code**

| **Code** | **Description** |
| --- | --- |
| 1 | School-aged person |
| 2 | Person beyond school age |
| 3 | Other/Unknown |

**Edit checks for Unknown Offender Code**

* Must be a valid code
* Required if STI = 9999999999
* Must be one character

## Enrolled Division

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 3 |

The Enrolled Division is a three-digit state-assigned division number that identifies the division, center, or agency in which the student is enrolled.

**Codes for Enrolled Division**

* Refer to the list of [Division/School Codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)

**Edit checks for Enrolled Division**

* Valid three-digit, state-assigned division number or null
* If State Testing ID is 9999999999, then must be blank
* Must be numeric
* Must be three characters
* Blanks are permitted only if Offender Unknown Flag = Y

## Enrolled School

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Enrolled School is the four-digit state-assigned number that identifies the school, center, program or placement in which the student is enrolled.

**Codes for Enrolled School**

* Refer to the list of [Division/School Codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)

**Edit checks for Enrolled School**

* Valid three-digit, state-assigned division number or null
* If State Testing ID is 9999999999, then must be blank
* Must be numeric
* Must be four characters

## Behavioral Intervention Code 1

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 2 |

One of up to three Behavioral Intervention Codes that addresses the student behavior(s) of this specific Event. If a Threat Assessment was Conducted (Code 11), it must be reported in the Behavioral Intervention Code 1 field.

**Codes for Behavioral Intervention Code**

* Review list of [Behavioral Intervention Codes](https://www.doe.virginia.gov/home/showpublisheddocument/28799/638312292945430000)

**Edit checks for Behavioral Intervention Code**

* Must be numeric
* Must be two characters or less
* Must be a valid code
* A minimum of one Behavioral Intervention is required
* Cannot be the same as Behavioral Intervention code 2 or 3
* Cannot be null

## Behavioral Intervention Code 2

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 2 |

One of up to three Behavioral Intervention Codes that addresses the student behavior(s) of this specific Event. If a Threat Assessment was Conducted (Code 11), it must be reported in the Behavioral Intervention Code 1 field.

**Codes for Behavioral Intervention Code**

* Review list of [Behavioral Intervention Codes](https://www.doe.virginia.gov/home/showpublisheddocument/28799/638312292945430000)

**Edit checks for Behavioral Intervention Code**

* Must be numeric
* Must be two characters or less
* Must be blank or a valid code
* A minimum of one Behavioral Intervention is required
* Cannot be the same as Behavioral Intervention code 1or 3

## Behavioral Intervention Code 3

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 2 |

One of up to three Behavioral Intervention Codes that addresses the student behavior(s) of this specific Event. If a Threat Assessment was Conducted (Code 11), it must be reported in the Behavioral Intervention Code 1 field.

**Codes for Behavioral Intervention Code**

* Review list of [Behavioral Intervention Codes](https://www.doe.virginia.gov/home/showpublisheddocument/28799/638312292945430000)

**Edit checks for Behavioral Intervention Code**

* Must be numeric
* Must be two characters or less
* Must be blank or a valid code
* A minimum of one Behavioral Intervention is required
* Cannot be the same as Behavioral Intervention Codes 1 or 2

## Instructional Support Code 1

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

One of up to three Instructional Supports provided to the student as a response to this specific event.

**Codes for Instructional Support Code**

* Review list of [Instructional Support Codes](https://www.doe.virginia.gov/home/showpublisheddocument/41658/638312290881170000)

**Edit checks for Instructional Support Code**

* Must be numeric
* Must be one character
* Cannot be null if Time Required in OSS fields are greater than 0
* Cannot be the same as Instruction Support Code 2 or 3

## Instructional Support Code 2

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

One of up to three Instructional Supports provided to the student as a response to this specific event.

**Codes for Instructional Support Code**

* Review list of [Instructional Support Codes](https://www.doe.virginia.gov/home/showpublisheddocument/41658/638312290881170000)

**Edit checks for Instructional Support Code**

* Must be numeric
* Must be one character
* Cannot be null if Time Required in OSS fields are greater than 0
* Cannot be the same as Instructional Support Code 1or 3

## Instructional Support Code 3

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 1 |

One of up to three Instructional Supports provided to the student as a response to this specific event.

**Codes for Instructional Support Code**

* Review list of [Instructional Support Codes](https://www.doe.virginia.gov/home/showpublisheddocument/41658/638312290881170000)

**Edit checks for Instructional Support Code**

* Must be numeric
* Must be one character
* Cannot be null if Time Required in OSS fields are greater than 0
* Cannot be the same as Instructional Support Code 1 or 2

**Notes:**

In accordance with federal regulations, “IEP Permanent Change in Placement” means that, following a disciplinary behavior,

* The IEP team meets and determines that the child’s current placement is not the least restrictive environment and revises the placement decision reflected in the IEP.
* A permanent change in placement is defined as an IEP change that is intended to extend beyond the period of any disciplinary action.
* When a special education student becomes involved in an incident that results in a permanent change in placement, this information must be reported on the SBAR annual report.
* Upon the completion of the manifestation hearing, and revision of the IEP, the student information system must reflect this permanent change in placement.
* The decision for an alternative placement (i.e., alternative school, separate facility) as part of the permanent change and is determined by the IEP team based on the individual needs of the student.

## Detention (DS)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 3 |

Number of Hours of Detention Outside of Regular School Hours assigned as a disciplinary sanction for this specific Event.

**Edit checks for Detention Disciplinary Sanction Field**

* Must be value of 0-364
* Must be a whole number; no decimals are allowed for this field
  + Round to the nearest whole number
* Value must be 0 if Detention does not apply

## School-Based Community Service (SBCS)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 3 |

Number of Hours of School-Based Community Service (SBCS) as a disciplinary sanction for this specific Event.

**Edit checks for School-Based Community Service Disciplinary Sanction Field**

* Must be value of 0-364
* Must be a whole number; no decimals are allowed for this field
  + Round to the nearest whole number
* Value must be 0 if School-Based Community Service do not apply

## Loss of Privileges (LOP)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 3 |

Number of Days the student loses privileges at school, before/during/after the school day, or at extracurricular activities administered as a disciplinary sanction for this specific Event.

**Edit checks for Loss of Privileges Disciplinary Sanction Field**

* Must be value of 0-364
* Must be a whole number; no decimals are allowed for this field
  + Round to the nearest whole number
* Value must be 0 if Loss of Privileges do not apply

## Suspension of Bus Privileges (SBP)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 3 |

Number of Days the student loses bus privileges as a disciplinary sanction for this specific event.

**Edit checks for Detention Disciplinary Sanction Field**

* Must be value of 0-364
* Must be a whole number; no decimals are allowed for this field
  + Round to the nearest whole number
* Value must be 0 if Suspension of Bus Privileges do not apply

## Class Removal (CR)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 6 |

Number of Days of Class removal (less than ½ day) assigned as a disciplinary sanction for this specific Event.

**Edit checks for Class Removal Disciplinary Sanction Field**

* Must be value of 0-364
* Value must be 0 or less than 0.5
* Days reported for Class Removal filed must be a number >=0 up to 2 decimal places. Class Removal for a single day must be less than .5. ~~If <1, then must be .17, .33 or .5~~
* Value must be 0 if Class Removal does not apply
* If Behavior Code is BAP4, BAP5, BSC24 or BSO15, then Class removal sanction should be 0

## In-School Suspension (ISS)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 6 |

Number of Days the student was assigned In-School Suspension (½ day or more) as a disciplinary sanction for this specific Event.

**Edit checks for In-School Suspension Disciplinary Sanction Field**

* Must be a value of 0-364
* Value must be greater than 0.49
* If Days reported for In-School Suspension field < 1, then must be > = .5 ~~.67, or .83~~
* Days reported for In-School Suspension filed must be a number >= .5 up to 2 decimal places
* Value must be 0 if In-School Suspension does not apply
* If Behavior Code is BAP4, BAP5, BSC24 or BSO15, then In-School Suspension sanction should be 0

## Out of School Suspension (OSS) by School Administrator (STS)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | N,2 |

Number of Days the student was suspended from school by an authorized school-level administrator as a disciplinary sanction for this specific Event. The amount of time reported should align with the definition of short-term suspension, as per the Code of Virginia, § 22.1-277.04.

**Edit checks for OSS by School Administrator Disciplinary Sanction Field**

* Must be valid value of 0-364
* Days Sanctioned should be less than or equal to 10 days for School Based Administrator assigned OSS
* Instructional Support Code is required when OSS is greater than 0 and less than 365
* Value must be 0 if School-Based Administrator Assigned OSS does not apply
* If Behavior Code is BAP4, BAP5, BSC24, BSO15 or BSO16, then OSS by School-Based Administrator sanction should be 0
* If total days of OSS are greater than 45 for grades 4-12, the Aggravating Circumstances Flag should be Y
* If total days of OSS are greater than 3 for grades PK-3, the Aggravating Circumstance Flag should by Y

## Out of School Suspension (OSS) by Division Administrator (LTS)

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | N,2 |

Number of Days the student was suspended from school by the division superintendent, a hearing officer, or an authorized designee as a disciplinary sanction for this specific Event. The amount of time reported should align with the definition of long-term suspension, as per the Code of Virginia, § 22.1-277.05

**Edit checks for OSS by Division Administrator Disciplinary Sanction Field**

* Must be valid value of 0-364
* Days sanctioned should be less than or equal to 45 days for Division Administrator assigned OSS
* Value must be 0 if Hearing Determined OSS does not apply
* Instructional Support Code is required when OSS is greater than 0 and less than 365
* If Behavior Code is BAP4, BAP5, BSC24, BSO15 or BSO16, then OSS by Division Administrator sanction should be 0
* If total days of OSS are greater than 45 for grades 4-12, the Aggravating Circumstances Flag should be Y
* If total days of OSS are greater than 3 for grades PK-3, the Aggravating Circumstance Flag should by Y

## Out of School Suspension (OSS) by School Board

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | N,2 |

Number of Days the student was suspended or expelled by the local school board as a disciplinary sanction for this specific Event. The amount of time reported should align with the definition of long-term suspension or expulsion, as per the Code of Virginia, § 22.1-277.04, §22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.08.

**Edit checks for OSS by School Board Disciplinary Sanction Field**

* Must be valid value of 0-365
* Value must be 0 if School Board Assigned OSS does not apply
* Instructional Support Code is required when OSS is greater than 0 and less than 365
* If Behavior Code is BAP4, BAP5, BSC24, BSO15 or BSO16, then OSS by School Board sanction should be 0
* If total days of OSS are greater than 45 for grades 4-12, the Aggravating Circumstances Flag should be Y
* If total days of OSS are greater than 3 for grades PK-3, the Aggravating Circumstance Flag should by Y

## ~~Alternative Placement by School Administrator~~

| **~~Format~~** | **~~Maximum Length~~** |
| --- | --- |
| ~~Numeric~~ | ~~N,2~~ |

~~Number of Days the student was placed in an alternative education program by an authorized school-level administrator as an instructional support or disciplinary sanction due to the student's involvement in this specific Event.~~

**~~Edit checks for Alternative Placement by School Administrator Disciplinary~~**

**~~Sanction Field~~**

* ~~Must be valid value of 0-364~~
* ~~Days Sanctioned should be less than or equal to 10 days for Alt Placement by School Administrator~~
* ~~Value must be 0 if Alt Placement by School Administrator does not apply~~
* ~~If total days of OSS are greater than 45 for grades 4-12, the Aggravating Circumstances Flag should be Y~~
* ~~If total days of OSS are greater than 3 for grades PK-3, the Aggravating Circumstance Flag should by Y~~
* ~~Instructional Support code required when ALT Placement is greater than 0 and less than 365~~
* ~~Report Instruction Support Code 4 only if the Alt Placement is a support and~~ **~~NOT a Disciplinary Sanction~~**

## Alternative Placement by Division Administrator

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | N,2 |

Number of Days the student was placed in an alternative education program by the division superintendent, a hearing officer, or an authorized designee. An Alt placement by Division Administrator is a disciplinary sanction that can be used in conjunction with, in lieu of, or in addition to the LTS for this specific Event. The amount of time reported should align with the definition of long-term suspension, as per the Code of Virginia, § 22.1-277.05.

**Edit checks for Alternative Placement by Division Administrator Disciplinary**

**Sanction Field (ALT)**

* Must be valid value of 0-364
* Value must be 0 if Alt Placement by Division Administrator does not apply
* If total days of OSS are greater than 45 for grades 4-12, the Aggravating Circumstances Flag should be Y
* If total days of OSS are greater than 3 for grades PK-3, the Aggravating Circumstance Flag should by Y
* Instructional Support code required when ALT Placement is greater than 0 and less than 365
* ~~Report Instructional Support Code 4 only if the Alt Placement is a support and~~ **~~NOT~~****~~a Disciplinary Sanction~~**
* ~~If the Alt Placement is a Disciplinary Sanction, Instructional Support Code~~ **~~≠~~** ~~4~~

## Alternative Placement by School Board

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | N,2 |

Number of Days the student was placed in an alternative education program by the local school board. An Alt placement by local school board is a disciplinary sanction that can be used in conjunction with, in lieu of, or in addition to the LTS or EX for this specific Event. The amount of time reported should align with the definition of long-term suspension or expulsion, as per the Code of Virginia, §22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.08, and § 22.1-277.2:1.

**Edit checks for Alternative Placement by School Board Disciplinary**

**Sanction Field (ALT)**

* Must be valid value of 0-365
* Value must be 0 if School Board Determined Alt Placement does not apply
* If total days of OSS are greater than 45 for grades 4-12, the Aggravating Circumstances Flag should be Y
* If total days of OSS are greater than 3 for grades PK-3, the Aggravating Circumstance Flag should by Y
* ~~Report Instructional Support Code 4 only if the Alt Placement is a support and~~ **~~NOT~~****~~a Disciplinary Sanction~~**
* ~~If the Alt Placement is a Disciplinary Sanction, Instructional Support Code~~ **~~≠~~** ~~4~~

**Notes:**

* The removal of students with disabilities from school must be in accordance with state and federal laws and regulations as stated in the federal *Individuals with Disabilities Education Act*. The IDEA requires reporting suspensions and expulsion of students with disabilities.
* Suspensionsare defined in §22.1-277.04 and .05 of the *Code of Virginia* as any disciplinary action whereby a student is not permitted to attend school more than one half of a day but fewer than 365 days.
  + Short-term suspension involves one to ten days.
    - 22.1-277.05 prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in **preschool through grade three from being suspended for more than three school days or expelled from attendance at school** unless:

1. the offense involves physical harm or credible threat of physical harm to others or
2. the local school board or the division superintendent or his designee finds that aggravating circumstances exist
   * Long-term suspension means any disciplinary action whereby a student is not permitted to attend school for *11 to 45 school* days, unless they meet aggravating circumstances. (See aggravating circumstance definition).
     + 22.1-277.05 reduces the maximum length of a long-term suspension from 364 calendar days to 45 school days. The bill permits a long-term suspension to extend beyond a 45-school-day period, not to exceed 364 calendar days, if
3. the offense involves weapons, drugs, or serious bodily injury or
4. the school board or division superintendent or his designee finds that aggravating circumstances exist
   * Suspension, expulsion, or both, may be used as disciplinary measures when local school authorities determine that such action meets the following suspension or expulsion criteria.

## Alternate Placement Educational Agency

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 3 |

The Alternate Placement Agency is a three-digit state-assigned division number that identifies the alternative center or program where the student was placed for educational services in lieu of attending their enrolled school.

**Edit checks for Alternate Placement Educational Agency**

* Must be blank or valid educational agency
* Must be alphanumeric
* Must be three characters or less
* Required if ~~Discipline Sanction is ALT~~ ALT Placement by Div Admin or School Board is greater than 0.

## Alternate Placement School

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 4 |

The Alternate Placement School is the four-digit number that identifies the school, center, program or placement where the student attends as an alternative placement.

**Codes for Alternate Placement School**

* Refer to the list of [Division/School Codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)

**Edit checks for Alternate Placement School**

* Must be blank or a valid institution within the enrolled division
* Must be four characters
* Required when Alternate Placement Educational Agency is not null
* Blanks are permitted

## Aggravating Circumstances Flag

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 1 |

The Aggravating Circumstances Flag is a flag that recognizes the behavior has met one of the following criteria:

* That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or
* That a student’s presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or
* That a student engaged in a serious offense that is:  
  a) persistent (repeated similar behaviors are documented on the student’s disciplinary record), and

b) Unresponsive to targeted interventions as documented through an established intervention process.

For more information, see [Supt’s Memo 291-18](https://www.doe.virginia.gov/home/showpublisheddocument/37877/638060877529800000)**.**

**Edit checks for Aggravating Circumstances Flag**

* Valid value must be Y or N
* Blanks not permitted
* Should be Y if OSS or ALT Placement fields are greater than 3 for PK-3
* Should be Y if OSS or ALT Placement fields are greater than 45 for Grades 4-12

## Student Victims

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Number of school-aged victims harmed in the Event. The victim count belongs to the event, therefore, each student involved in the event must have the same Student Victim count.

**Edit checks for Student Victims**

* Cannot be null. Must be a valid number (including 0).
* If behavior code requires a victim count, then the count must be greater than 0.
* ~~Must be a valid number (including 0) if victim count is required for the behavior code.~~
* Must be numeric
* Must be four characters or less
* Student Victim count must be the same for each student involved in the event

## Staff Victims

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Number of victims employed by the school division harmed in the Event. The victim count belongs to the event, therefore, each student involved in the event must have the same Staff Victim count.

**Edit checks for Staff Victims**

* Cannot be null. Must be a valid number (including 0).
* If behavior code requires a victim count, then the count must be greater than 0.
* ~~Must be a valid number (including 0) if victim count is required for the behavior code.~~
* Must be numeric
* Must be four characters or less
* Staff Victim count must be the same for each student involved in the event

## Other Adult Victims

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Number of victims beyond school age including volunteers harmed in the Event. The victim count belongs to the event, therefore, each student involved in the event must have the same Other Adult Victim count.

**Edit checks for Other Adult Victims**

* Cannot be null. Must be a valid number (including 0).
* If behavior code requires a victim count, then the count must be greater than 0.
* ~~Must be a valid number (including 0) if victim count is required for the behavior code.~~
* Must be numeric
* Must be four characters or less
* Other Adult Victim count must be the same for each student involved in the event

## Other/Unknown Victims

| **Format** | **Maximum Length** |
| --- | --- |
| Numeric | 4 |

The Number of victims with unknown age harmed in the Event. The victim count belongs to the event, therefore, each student involved in the event must have the same Other/Unknown Victim count.

**Edit checks for Other/Unknown Victims**

* Cannot be null. Must be a valid number (including 0).
* If behavior code requires a victim count, then the count must be greater than 0.
* ~~Must be a valid number (including 0) if victim count is required for the behavior code.~~
* Must be numeric
* Must be four characters or less
* Other/Unknown Victim count must be the same for each student involved in the event

## Indeterminate Victim Flag

| **Format** | **Maximum Length** |
| --- | --- |
| Alphanumeric | 1 |

A flag to indicate that the number of victims is unspecified or indeterminate. The victim count belongs to the event, therefore, each student involved in the event must have the same Indeterminate Victim Flag of Y or N.

**Edit checks for Indeterminate Victim Flag**

* Must enter Y or N
* Must be alphanumeric
* Must be 1 character
* Blanks not permitted
* Indeterminate Victim Flag must be the same for each student involved in the event

# Reference Table 1: List of Behavior Codes

|  |  |  |  |
| --- | --- | --- | --- |
| **Behavior Code** | **Description** | **Victim Count Required** | **Reports to Law Enforcement** |
| BAP1 | Interfering with learning in the classroom (examples include talking, excessive noise, off-task, out of seat, possessing items that distract) |  |  |
| BAP2 | Interfering with learning outside of the classroom (examples include excessive noise, interrupting a class) |  |  |
| BAP3 | Scholastic dishonesty (such as cheating, plagiarism) |  |  |
| BAP4 | Unexcused tardiness to class |  |  |
| BAP5 | Unexcused tardiness to school |  |  |
| BSO1 | Altering an official document or record |  |  |
| BSO2 | Giving false information, misrepresentation |  |  |
| BSO3 | Refusal to comply with requests of staff in a way that interferes with the operation of school |  |  |
| BSO5 | Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school) |  |  |
| BSO6 | Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building |  |  |
| BSO7 | Dress Code Violation |  |  |
| BSO8 | Gambling (games of chance for money or profit) |  |  |
| BSO9 | Possessing items that are inappropriate for school (examples include toys, literature, electronics) |  |  |
| BSO10 | Possession of stolen items | Yes |  |
| BSO11 | Unauthorized use of school electronic or other equipment |  |  |
| BSO12 | Violation of the Acceptable Use of Technology/internet policy |  |  |
| BSO13 | Violation of school board policy regarding the possession or use of portable communication devices |  |  |
| BSO14 | Vandalism, graffiti, or other damage to school or personal property |  |  |
| BSO15 | Student is not going to class as assigned |  |  |
| BSO16 | Student is in an unauthorized area of the campus (NOT related to school or class attendance/nonattendance). |  |  |
| RB1 | Bullying with no physical injury (See Model Policy to Addressing Bullying in Virginia’s Public Schools) | Yes |  |
| RB2 | Cyberbullying (See Model Policy to Addressing Bullying in Virginia’s Public Schools) | Yes |  |
| RB3 | Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronics means |  |  |
| RB4 | Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature |  |  |
| RB5 | Stealing money or property without physical force | Yes |  |
| RB6 | Speaking to another in an uncivil, discourteous manner |  |  |
| RB7 | Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight |  |  |
| RB8 | Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures) |  |  |
| RB9 | Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability | Yes |  |
| RB10 | Failure to respond to questions or requests by staff |  |  |
| RB11 | Unwanted or inappropriate physical contact |  |  |
|  | | | |
| BSC1 | Alcohol: Possessing, using, or being under the influence of alcohol |  |  |
| BSC2 | Alcohol: Distributing alcohol to other students |  |  |
| BSC3 | Drugs: Possessing drug paraphernalia |  |  |
| BSC4 | Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy |  |  |
| BSC5 | Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment |  |  |
| BSC6 | Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia’s Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery. | Yes |  |
| BSC7 | Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia’s Public Schools) Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences. | Yes |  |
| BSC8 | Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment | Yes |  |
| BSC9 | Bus: Distracting the bus driver |  |  |
| BSC10 | Bus: Endangering the safety of others on the bus |  |  |
| BSC11 | Fire alarm: Falsely activating a fire or other disaster alarm |  |  |
| BSC12 | Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke |  |  |
| BSC13 | Engaging in reckless behavior the creates a risk of injury to self or others |  |  |
| BSC14 | Fighting that results in no injury as determined by the school administration |  |  |
| BSC15 | Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students |  |  |
| BSC16 | Throwing an object that has the potential to cause a disturbance, injury, or property damage |  |  |
| BSC17 | Shoving, pushing, striking, biting another a student with no visible injury |  |  |
| BSC18 | Exposing body parts, lewd or indecent public behavior | Yes |  |
| BSC19 | Physical contact of a sexual nature – patting body parts, pinching, tugging clothing | Yes |  |
| BSC21 | Stalking as described in the *Code of Virginia* section 18.2-60.3 | Yes | Yes |
| BSC22 | Stealing money or property using physical force (no weapon involved) | Yes |  |
| BSC24 | Leaving school grounds without permission |  |  |
| BSC25 | Trespassing |  |  |
| BSC26 | Possessing dangerous instruments/substances that could be used to inflict harm upon another |  |  |
| BSC27 | Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1. |  |  |
| **BESO: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.** | | | |
| BESO1 | Assault: Intending to cause physical injury to another person | Yes |  |
| BESO2 | Assault and Battery: Causing physical injury to another person | Yes |  |
| BESO3 | Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration |  |  |
| BESO4 | Striking Staff: The use of force against a staff member when no injury is caused | Yes |  |
| BESO5 | Drugs: Possessing controlled substances, illegal drugs inhalants, or synthetic hallucinogens or unauthorized prescription medications |  |  |
| BESO6 | Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications |  |  |
| BESO7 | Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications |  |  |
| BESO9 | Fire: Attempting to set, aiding in setting, or setting a fire |  |  |
| BESO10 | Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1 |  |  |
| BESO11 | Hazing as defined in §18.2-56 and noted in § 22.1-279.6. | Yes |  |
| BESO12 | Threatening, intimidating, or instigating violence, injury or harm to a staff member or members (not including written threats) | Yes |  |
| BESO13 | Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) (not including written threats) | Yes |  |
| BESO14 | Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing. If the written threat is to a staff member, a report to law enforcement is required unless the student making the threat has a disability. | Yes | Yes (When victim is a staff member) |
| BESO15 | Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel | Yes |  |
| BESO16 | Using an object not generally considered to be a weapon to threaten or attempt to injure students or others | Yes |  |
| BESO17 | Bomb threat –Making a bomb threat | Yes | Yes |
| BESO18 | A crime in the community where the student was charged with an offense relating to the Commonwealth's laws, but required to be disclosed to the superintendent of the school division pursuant to § 16.1-260(G) |  | Law Enforcement informs Division |
| **PD: Behaviors described in the Virginia’s Unsafe School Choice Option Policy required by the federal Every Student Succeeds Act of 2015.** | | | |
|  | **Sub-Category I** | | |
| PD1 | Homicide - Firearm | Yes | Yes |
| PD2 | Homicide - Other Weapon | Yes | Yes |
| PD3 | Sexual Assault | Yes | Yes |
| PD4 | Attempted Sexual Assault | Yes | Yes |
| PD5 | Use of a Bomb | Yes | Yes |
|  | **Sub-Category II** | | |
| PD6 | Assault with Firearm or Weapon | Yes | Yes |
| PD7 | Actual or Attempted Robbery | Yes | Yes |
| PD8 | Kidnapping/Abduction | Yes | Yes |
| PD9 | Malicious Wounding without a Weapon | Yes | Yes |
| PD10 | Aggravated Sexual Battery on a Student | Yes | Yes |
|  | **Sub-Category III** | | |
| PD11 | Illegal Possession of Handgun |  | Yes |
| PD12 | Illegal Possession of Rifle or Shotgun |  | Yes |
| PD13 | Illegal Possession of Any Other Projectile Weapon |  | Yes |
| PD14 | Illegal Possession of Bomb |  | Yes |
| PD15 | Any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices per § [**18.2-85**](http://law.lis.virginia.gov/vacode/18.2-85), or explosive incendiary devices, as defined in § [**18.2-433.1**](http://law.lis.virginia.gov/vacode/18.2-433.1), or chemical bombs per § [**18.2-87.1**](http://law.lis.virginia.gov/vacode/18.2-87.1) |  | Yes |
| PD16 | Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell |  | Yes |