Incident Data Model Form

Descriptions and Definitions

This Incident Data Model Form provides you with current federal definitions as you enter student discipline data into your SIS system. Entering student discipline data is a mandatory process based on Utah State Education Board Rule. (Utah Administrative Code R277-484-3 *(2)). USOE will provide you with the necessary resources to help you enter your data and information accurately and correctly.*

Number of days removed?

Any instance in which a student is removed from his/her educational placement for disciplinary purposes. In all cases, this is the number of school days. So rather than placing a student in an alternative placement for one year, the number of days would by 180.

Was this a Hearing Officer removal?

Those instances in which an impartial hearing officer orders the removal of a student with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the student's current placement is substantially likely to result in injury to the student or others.

Was this a suspension or expulsion?

Suspension – Instances in which a student is temporarily removed from his/her classroom and/or school to another setting. For students with disabilities, this includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the student continues to receive services based on his/her IEP because the removal is more than 10 days.

Expulsion – An action taken by the LEA removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.

Was this an in school or out of school suspension?

In-School Suspension (ISS) – Instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

Out-of-School Suspension (OSS) – Instances in which a student is temporarily removed from his/her regular school for disciplinary purposes to another setting. *For OSS, you must select if the student is suspended with or without educational services.*

Were special education services offered?

Did the student with disabilities subject to disciplinary action continue to receive educational services, so as to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals set out in the students' IEP, although in another setting?

Was the incident referred to police?

Under circumstances amounting to an incident of illegal behavior, a referral could be made to local law enforcement. If you have information about the department (homicide, drug, truancy), officer or case number, please include it on the incident and offense reporting form.

Was the student referred to court?

This is a "yes/no" flag in the system. Select "yes" if the student is referred to a specific program such as; Youth in Custody or a District Youth Offenders program.

Was the student referred to an alternative program?

Placement of a student into an educational program located outside of the student's regular school. Examples include alternative education setting (AEC) or alternative schools.

What type of incident is this?

Incident -- One or more acts of prohibited behavior committed by an individual or group of individuals acting in concert, at the same time and place. It may involve one or more victims and one or more offenders. For reporting purposes, an incident of prohibited behavior is the single most serious act that occurs in a given overall incident. Incidents include the following: physical assault, sexual assault, homicide, fighting (mutual altercation), harassment (non-sexual; physical, verbal, or psychological), harassment (sexual; unwelcomed sexual conduct), terroristic threat, threat intimidation (causing fear or harm), robbery, alcohol, tobacco, marijuana, controlled substance, distribution, weapon, bullying (as per LEA policy), disruption, truancy, other.

Bullying Incidents – Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. *A bullying incident is identified as per LEA bullying policy, and refers to the offender, victim, or both.*

Was there a weapon involved?

Types of Weapons and Types of Violations -- For each category of Weapons Violation indicated (i.e., Handgun, Rifle/Shotgun, Knife/Sharpened Edge, etc.), select the Type of Weapon (Real or Look-Alike) and Type of Violation (Used, Threatened Use, Possession).

Note: Several of the Assault Violations (Aggravated Assault, Aggravated Sexual Assault, and Aggravated Sexual Abuse of a Child) as well as most of the "Other Offenses" (Arson, Burglary, Actual/Attempted Robbery, Threat/Intimidation, Dangerous Material, Criminal Homicide, Kidnapping, Terroristic Threat, and Criminal Mischief) may involve the use or threatened use of a weapon. If so, please mark both of these offenses. Use or threatened use of a weapon will rarely occur in isolation. However, possession of a weapon may occur in isolation.

If yes, what type of weapon was used?

Type of Weapon – Select the type of weapons used. If none was used, select "none".

Was the student a victim or offender?

Offender -- A person who commits an offense. There may be more than one offender involved in any single incident.

Victim – A person who is harmed or suffers loss due to the act of an offender.

Both – A person who may have been victimized initially, then retaliated and became the offender or who was initially the offender who then became the victim.

Was this a Student With a Disability who was involved in a special circumstance (defined in IDEA) in which there was a weapon, drugs, or serious bodily injury?

- ***If yes, was the student unilaterally placed in an alternative placement (IAES) for 45 days?***
  A change of placement can occur for a student with a disability to an appropriate IAES for not more than forty-five (45) school days if it's found to be under special circumstances. (i.e., weapons, drugs or serious bodily injury.)

Drugs: ***Controlled substance –*** *means a drug or other substance that cannot be distributed without a prescription, identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC 812(c)).*

Illegal drug – *means a controlled substance but does not include a drug controlled, possessed, or used under the supervision of a licensed health-care professional or one legally possessed or used under the Controlled Substances Act or under any other provision of Federal law (21 USC 812).*

Serious Bodily Injury: means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty (18 USC 1365). Serious bodily injury does not include a cut, abrasion, bruise, burn, disfigurement, physical pain, illness, or impairment of the function of a bodily member, organ or mental faculty that is temporary (20 USC 1365).

Physical Injury – This field is required for violent incidents and is used in generating the Utah Consolidated State Performance Report. The definition as defined by the USOE is: Damage to bodily tissue (at the school or school activity where the violation occurred) that includes: Skin bruising, dislocation, physical pain, impairment of physical function, bleeding, burn, bone fracture, soft tissue swelling, injury to an internal organ or any physical condition that imperils the health/welfare of a student.