



# **Safe, Drug, and Gun Free Schools User Guide**

**South Dakota Department of Education  
Division of Data and Research – Office of Data Management**

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## General Overview

### *Purpose*

The Safe, Drug, and Gun-Free (SDGF) System is the online tool South Dakota school districts use to report incidents involving drugs, alcohol, violence, and firearms. The state is required to collect this information each year and share it with the U.S. Department of Education.

Districts report these incidents so the state can:

- Meet federal reporting requirements.
- Track school safety trends across South Dakota.
- Identify schools that may need extra support.
- Ensure students have safe, healthy learning environments.

In short, the SDGF System helps districts submit the required information quickly and consistently, and it helps the state ensure schools remain safe for all students.

This data submission must be reviewed and finalized, even if there are no incidents that need to be reported for an attendance center.

### *Safe, Drug, and Gun Free Collection Times*

All deadlines in this guide refer to the close of business (5:00 p.m. MT) on the listed date.

#### **General Timeline: Annual Safe, Drug, and Gun Free Collection**

- Opens: May 1 (or the next business day if May 1 falls on a weekend).
- Closes: Second Friday of June

## Section I – USCO Policy

### *South Dakota Unsafe School Choice Option (USCO) Policy*

In accordance with Section 8532 of the Elementary and Secondary Education Act, as reauthorized by the Every Student Succeeds Act of 2015, South Dakota has established an Unsafe School Choice Option (USCO) policy.

Effective July 1, 2003, and updated June 1, 2017, the State of South Dakota through the Department of Education (SD DOE) shall implement a Unsafe School Choice Option (USCO) policy that allows students who attend a persistently dangerous school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, to transfer to a safe public school within the public school district (Local Education Agency, or LEA, per federal definition).

To implement the policy, SD DOE will:

- Identify persistently dangerous schools according to criteria established for this purpose,
- Identify types of offenses that are considered violent criminal offenses,
- Provide a safe public school choice option.

#### **Identification Criteria**

The following will be used to identify persistently dangerous schools:

- Multiple violent criminal offenses in two or more consecutive years, including the most recent school year, as set forth in South Dakota state law, including:
  - whether committed by or victimizing students, school personnel, or non-school personnel,
  - that occur 24 hours a day (not just during school hours),
  - that occur 12 months a year (not just during the school year),
  - that occur on school grounds, school property, or school-related and/or school-sponsored events, including buses and sports arenas.

The number of multiple violent criminal offenses used to determine each school's status as a safe school, or a persistently dangerous school, shall be calculated according to the following formula:

- One or more violent criminal offenses per 50 students enrolled with a maximum of 10 offenses per year, in two consecutive school years shall classify a school as persistently dangerous.

SD DOE will maintain a list of offenses that the state considers to be "violent criminal offenses" for purposes of the USCO policy. SD DOE shall use data collected via the annual Safe Drug & Gun Free Schools data collection process for purposes of implementing the USCO policy. SD DOE will annually reassess each school's status, using the criteria outlined in this policy for identification of persistently dangerous schools.

## Definition of Violent Criminal Offenses

Violent Criminal Offenses (as defined in South Dakota codified law) that are a) reported by schools via annual Safe Drug & Gun Free Schools data collection, and b) used by the Department of Education for identification of “persistently dangerous schools” per federal Unsafe School Choice Option requirements:

- Arson
- Battery (aggravated assault)
- Homicide
- Kidnapping
- Robbery
- Sexual Battery
- Firearm Possession with intent to do harm - Handgun, Rifle/Shotgun, Other Firearm
- Weapon Possession with intent to do harm – all other weapons, not firearms

## Required Actions Following Identification as Persistently Dangerous

A South Dakota public school district (LEA) that has one or more schools identified as persistently dangerous must:

- Within 10 school days from the time a school in the district is declared to be a persistently dangerous school:
  - Notify parents of each student attending the school that the state has identified the school as persistently dangerous,
  - Offer students the opportunity to transfer to a safe public school within the district and, to the extent possible, allow the transferring students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring, and
  - Complete the transfer within 30 school days for those students who accept the offer.
- Within 20 school days from the time that the district is notified that the school has been identified as persistently dangerous, develop a corrective action plan and submit it to SD DOE for approval, and
- Implement the plan of corrective action in a timely manner and maintain documentation in district files of its actions.

Student transfers under these provisions may be temporary or permanent but must be in effect for as long as the student’s original school is identified as persistently dangerous. If there is not another school in the district for the students who desire to transfer, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring public school district to accept transfer students. The district is not required to pay transportation costs for transferring students, but it is encouraged to explore options to help cover costs.

SD DOE will review the plan of corrective action, and, if requested, will provide technical assistance as the plan is implemented. SD DOE will monitor the district’s timely completion of the approved plan.

Upon completion of its planned corrective action, the public school district may apply to SD DOE in writing to have the school removed from the state's list of persistently dangerous schools. Upon receipt of an application for removal from the list, SD DOE will:

- Ensure that all corrective actions set forth in the approved plan have been completed, and
- Reassess the school using the criteria set forth in this policy for the identification of persistently dangerous schools.

### **Students Who Have Been Victims of a Violent Criminal Offense**

In accordance with the South Dakota USCO policy, a public school district should offer, within 10 calendar days, an opportunity to transfer to a safe public school within the school district to any student who has become the victim of a violent criminal offense while in or on the grounds of the public school that the student attends.

To the extent possible, the public school district should allow the student(s) transferring under these circumstances to transfer to a school that is meeting its long-term and interim goals and has not been identified as being in school improvement.

If there is not another safe public school in the public school district, district officials are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring public school district to accept transfer students. The district is not required to pay transportation costs for transferring students, but it is encouraged to explore options to help cover costs.

## Section II - Incidents Table

Offense	Definition	Examples
Alcohol	<p>Violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.</p> <p>Suspicion of being under the influence of alcohol may be included only if it results in disciplinary action.</p>	Being intoxicated at school or school-sponsored event, bringing alcohol on school grounds
Arson	Setting a fire on/in school property; to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.	Fires, firecrackers, fireworks and trash can fires IF resulted in a damaging fire
Battery (aggravated assault)	Physical attack/harm; actual and intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to an individual.	Striking that causes bleeding, broken nose, kicking while a student is down, attack with a weapon; use category only if attack is serious enough to warrant a call to the police/security
Breaking and entering/burglary	The unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	Weekend or after-hours break-in at the school; breaking into vehicles on school campus
Disorderly conduct	Any act which substantially disrupts the orderly conduct of a school function or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.	Serious instances of campus disruption, including pulling the fire alarm, disruptive demonstrations, smoke or stink bombs, outbursts that warrant calling police or security
Drugs, other than alcohol	Illegal drug possession, sale, manufacture, distribution, use, being under the influence; includes "huffing" or inhaling mind-altering substances; includes substances represented as drug.	Drug or paraphernalia possession or use (such as steroids, marijuana, speed, cocaine, heroin, etc.), taking or selling prescription drugs not intended for the individual involved, such as Ritalin or painkillers; includes over-the-counter drugs or legal substances if abused by the student, including glue, aerosol cans, and paint thinner; excludes tobacco
Fighting (mutual altercation)	Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury.	Physical fight at school; excludes verbal confrontations, tussles or other minor confrontations
Homicide (murder or manslaughter)	Killing a human being.	The killing of a person at school, on school property, or at a school sponsored event.

Kidnapping (abduction)	The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.	Abducting student from school grounds or event against his/her will.
Larceny and/or theft	The unlawful taking of property belonging to another person without threat, violence or bodily harm; use category only if it warrants a call to the police or security; differs from Robbery in that Larceny/Theft does not involve threat or battery.	Pocket picking, purse or backpack snatching if left unattended or no force is used, theft of bicycles, hub caps, motor vehicle parts or accessories electronic theft of data should be reported here.
Motor vehicle theft	Theft or attempted theft of a motor vehicle.	Theft of car, truck, motorcycle, etc.

## Section III – Glossary

**After-school program:** Any program, conducted after regular school hours, that encourages drug/violence free lifestyles. Programs may be recreational, instructional, cultural, or artistic in nature.

**Alternative education program or school:** Any program for students who are not enrolled in the regular school environment, such as students who are at risk of dropping out, students who have been expelled from their regular classes, students who are undergoing outpatient treatment for drug use, etc.

**Before-school program:** Any program, conducted before regular school hours, that encourages drug/violence free lifestyles. Programs may be recreational, instructional, cultural, and/or artistic in nature.

**Community service projects:** Activities conducted by students for the benefit of the larger community that encourage students to lead drug/violence free lifestyles or increase students' sense of community.

**Conflict resolution program:** Any program offering peer mediation, or conflict and anger management instruction to students.

**Curriculum acquisition or development:** Purchase of or local development of drug/violence prevention instructional materials for preschool through grade 12 students. It includes acquisition, development, or adaptation of books, workbooks, videotapes, software, and other learning resources.

**Drug:** When phrases such as "drug use," "drug policies," "alcohol and other drugs (AOD)" are used in this survey, the terms are meant to include tobacco, alcohol, and other drugs.

**Drug prevention instruction:** Instruction aimed at drug prevention that is presented in the classroom (e.g., a unit in a health or physical education class that teaches about tobacco, alcohol, and other drugs; drug prevention instruction that is infused into the general curriculum; or stand-alone program or curriculum such as Here's Looking at You 2000, DARE, Quest, or BABES).

**Expulsions:** The student was expelled from all school district settings and may or may not have an arrangement for the provision of educational services.

**GFSA:** Gun-Free Schools Act, Part F of Title XIV of the Elementary and Secondary Education Act of 1965 requires LEAs to expel from school for a period of not less than one year a student found to have brought a firearm to school. Each State's law also must allow the chief administering officer of the LEA to modify the expulsion requirement on a case-by-case basis.

**Incident:** A violation of a statute or regulation that is reported to a school official or law enforcement agency; it may involve one or more victims and one or more offenders.

For reporting purposes, please include:

- all incidents, whether "committed" by or "victimizing" students, school personnel, or non-school personnel;
- incidents that occur 24 hours a day, not just those that occur during school hours;
- incidents that occur during the twelve-month period beginning with the day following the last day of school of the previous school year and ending with the last day of school in the current school year;
- incidents that occur on school grounds, school property, or school-related and/or sponsored events, including buses and sports arenas;
- and incidents for students at the school where he/she is enrolled at the time of the incident.

Incidents could include any of the following: homicide; sexual battery (including rape); robbery; battery (aggravated assault); breaking and entering/burglary; larceny/theft; motor vehicle theft; kidnapping; arson; threat/intimidation; use or possession of drugs (other than alcohol); alcohol (liquor law violations); sexual harassment; sex offenses (non-forcible); vandalism; weapon possession; tobacco; trespassing; fighting; disorderly conduct; as well as other offenses as defined by the state, district, or municipality. **\*Please see the charts of types of offenses at the end of this glossary.**

**Local educational agency (LEA)** (Also referred to as a school district.): An education agency at the local level that exists primarily to operate public schools or to contract for public school services.

**No Threat or Intent to Harm:** Total number of incidents of possession of a weapon in which there was no threat or intent to inflict harm on another person or to intimidate any person. i.e. – Student has a weapon in their vehicle for hunting purposes or student is unaware that a weapon is in their vehicle.

**Non-school personnel:** An individual who was neither a student nor school personnel for the district reporting the incident.

**Non-student:** An individual who is not a student in the school or district reporting the incident.

**Offender:** An individual, whether student or not, involved in committing an incident of prohibited behavior. There may be more than one offender involved in any single incident.

**Other disciplinary actions:** There was a consequence to the offender because of his/her actions but the consequence was not reported as either a suspension or expulsion.

**Other firearms:** According to Section 921 of GFSA, firearms other than handguns, rifles, or shotguns, including:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any destructive device, which includes:
  - Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine; or similar device;
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
  - Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Do not include BB guns or other air-powered rifles as firearms. They should be considered “Other Weapons.”

**Parent education/involvement:** Direct participation of parents or guardians in drug or violence-prevention programs. --Types of involvement include the receipt of drug and violence prevention-related programming (education or training), assisting with drug and violence prevention-related instruction or activities in the schools (e.g., as instructors, aides, mentors, etc.).

**Prevention services/activities:** All alcohol and other drug and violence prevention education services or activities, including the following: teacher/staff training; drug prevention instruction; violence prevention

instruction; curriculum acquisition, development, or adaptation; student support services (e.g., student assistance programs, counseling, mentoring, identification and referral); alternative education programs; parent education/involvement; after-school or before-school programs; community service projects; services for out-of-school youth (school age); special, one-time events (e.g., assemblies, Red Ribbon Week); conflict resolution/peer mediation; security personnel; and security equipment.

**School grounds/property/events:** For the purposes of this reporting form, school grounds/property/events should include the school building and immediate grounds, school transportation (e.g., buses), stadiums/gymnasiums, and other facilities. Additionally, an incident that occurs at a school-sponsored event off campus is included in the reported statistics if a student is involved, whether as a victim or offender.

**School personnel:** An employee of the school system or individual providing services to the school (contracted or unpaid); includes teachers, administrators, and other school staff members such as support staff, bus drivers, maintenance workers, school-based law enforcement officers, and volunteers.

**School year:** The entire twelve-month period beginning with the day following the last day of school of the previous school year and ending with the last day of school in the current school year.

**Security equipment:** Any equipment for use in maintaining a drug/violence-free school environment, for example metal detectors, or beepers, cellular phones, and intercoms for security/school personnel.

**Security personnel:** Specially-trained personnel who ensure safety and security of a school building and its occupants.

**Services for out-of-school youth:** Drug/violence prevention projects, activities, or services for school-aged youth not currently enrolled in school, such as drop-outs or youth in detention centers.

**SDCL 13-27-20:** Complaints against persons responsible for truancy -- Contents of complaint -- Verification. "Each truancy officer shall make and file truancy complaints, and any teacher, school officer, or any citizen may make and file a truancy complaint, before a circuit court judge, against any person having control of a child of compulsory school age who is not attending school or whose attendance is irregular. The complaint shall state the name of the parent, guardian, or person responsible for the control of the child. The complaint shall be verified by oath upon belief of the complainant."

**SDFSCA:** The Safe and Drug-Free Schools and Communities Act. Prior to 1994, this was known as the Drug-Free Schools and Communities Act (DFSCA).

**Special, one-time events:** Drug/violence prevention-related activities that occur once during a school year (e.g., Red Ribbon Week, Project Graduation, special assemblies).

**State educational agency (SEA):** An education agency at the state level that exists to provide support and administrative services to local education agencies (e.g., a state department of education).

**Student:** An individual who is enrolled as a K-12 student in the school district reporting the incident at the time the incident occurred.

**Students with disabilities:** Under section 602 (a) (1) of the Individuals with Disabilities Education Act (IDEA), the term "children with disabilities" is defined as:

- Children –

- with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments, including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and
- who, by reason thereof, need special education and related services.

**Student support services:** Programs or activities aimed toward individual students or groups of students for the purpose of prevention of or abstinence from alcohol or other drug use. Examples include support groups, help lines, counseling services, and mentoring.

**Suspension, in-school:** The student was removed for his or her regular classroom and assigned to an in-school suspension program.

**Suspension, out-of-school:** The student was removed from his or her regular classroom and barred from school grounds for a specified length of time. Student may or may not have continued to receive educational services.

**Teacher/staff development:** Professional development, training, or technical assistance for teachers, certified personnel, or other staff that addresses drug or violence prevention, curriculum implementation, student support, comprehensive health education, early intervention, or rehabilitation referrals.

**Truancy Complaint:** Complaint filed pursuant to SDCL 13-27-20 (see above definition).

**Truant students:** Students of compulsory school age, not excused from school attendance, who have not or who have irregularly attended an accredited school.

**Unsafe School Choice Option:** In accordance with the South Dakota Unsafe School Choice Option (USCO) policy, a public school district should offer, within 10 calendar days, an opportunity to transfer to a safe public school within the school district to any student who has become the victim of a violent criminal offense while in or on the grounds of the public school that the student attends.

To the extent possible, the public school district should allow the student(s) transferring under these circumstances to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.

If there is not another safe public school in the public school district, district officials are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring public school district to accept transfer students. The district is not required to pay transportation costs for transferring students, but is encouraged to explore options to help cover costs.

**Violence prevention instruction:** Instruction that is presented in the classroom as part of a class or separate curriculum for the purposes of preventing violence.

**Victim:** An individual who is the object of an incident of prohibited act or behavior, reported to a school official or law enforcement agency.

**Weapons:** Any instrument or object possessed or used to inflict harm on another person, or to intimidate any person.

**Weapons possession:** Possession of an instrument or object that may inflict harm on other persons.

**Weapons-related incident:** Any incident that involves possession, use or intention to use any instrument or object to inflict harm on another person or to intimidate a person, as well as any incident that is somehow related to the possession, use or sale of weapons but where the use, possession, or sale of weapons was not the main offense (e.g., burglary, trespassing, vandalism); in other words, any incident for which a weapon is present.

## Section IV – Access Safe, Drug and Gun-Free Application

Limited to individuals listed as the SDGF contact for each district in the Educational Directory.

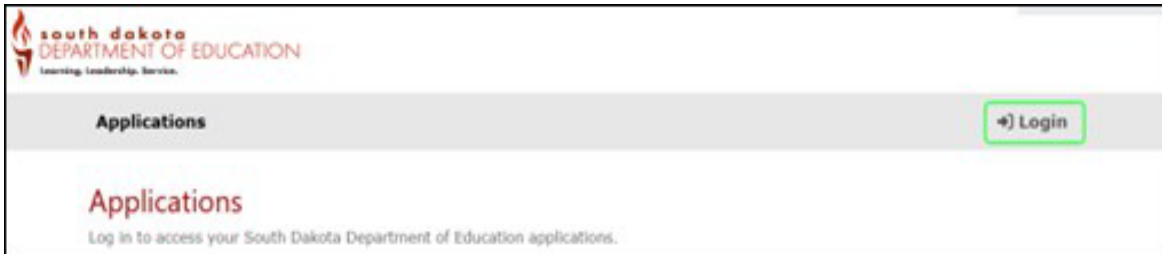
Districts can review or update their designated contact here: <https://doe.sd.gov/ofm/edudir.aspx>.

Attendance Center contacts can also be entered by a district if they prefer each attendance center to report their own data. These districts will need to work with the Educational Directory Contact to gain access.

## Section V – Application Dashboard

1. Navigate to <https://doeapps.k12.sd.us>
2. Applications – Click “Login” upper right-hand corner. (see fig. 1)

Figure 1



3. Enter your work email address (example: john.smith@k12.sd.us)
4. Enter the password associated to your work account and click “Sign In”.
5. Click “Safe, Drug and Gun Free” from the applications list. This option will only be available for those listed as the Safe, Drug and Gun Free Contact in the Educational Directory.

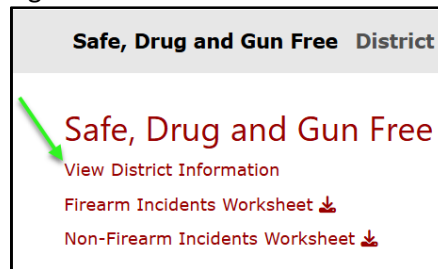


**Non-Firearm Incidents:**

	No Weapons							All Other Weapons (Not Firearms)							No Threat or Intent to Harm
	Offenders			Non-Firearm Related Discipline				Offenders			Non-Firearm Related Discipline				
	Student Offenders	Non-Student Offenders	Unknown Offenders	In-School Suspensions	Out-of-School Suspensions	Expulsions	Other Discipline Actions	Student Offenders	Non-Student Offenders	Unknown Offenders	In-School Suspensions	Out-of-School Suspensions	Expulsions	Other Discipline Actions	
1. Alcohol															
2. Arson															
3. Battery (Aggravated Assault)															
4. Breaking and entering/Burglary															
5. Disorderly conduct															
6. Drugs, other than alcohol															
7. Fighting															
8. Homicide															
9. Kidnapping															
10. Larceny/Theft															
11. Motor vehicle theft															
12. Robbery															
13. Sexual battery															
14. Sexual harassment															
15. Other Sex offenses															
16. Threat/Intimidation															
17. Vaping/Tobacco															
18. Trespassing															
19. Vandalism															
20. All Other Weapons (Not Firearms)															
21. Other Criminal Offenses (Non-Violent)															

1. To begin to enter data, click on “View District Information”. (see Fig. 3)

Figure 3



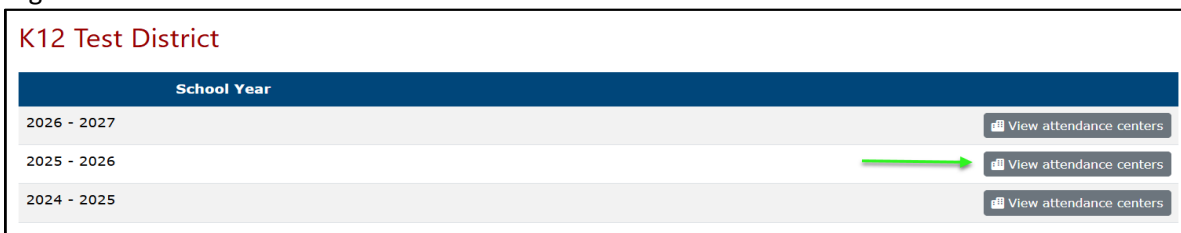
2. On the right side of the screen, select “View school years” (see Fig. 4)

Figure 4



3. Select “View attendance centers” for the current school year. (see Fig. 5)

Figure 5

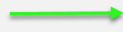


4. Select “Edit” for the attendance center. (see Fig. 6)

Figure 6

K12 Test District - 2025 - 2026

Search:

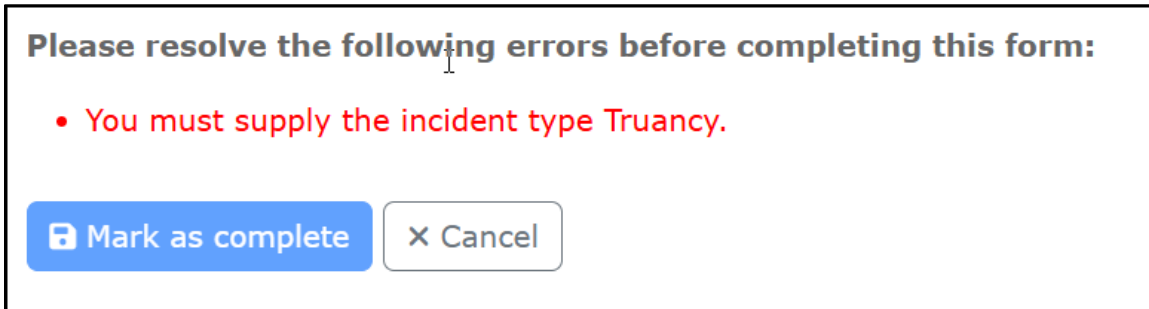
School	Close Date	Complete	
K-12 Data Center Test Facility	6/30/2025 11:00 PM		 <a href="#">Edit</a>
K12 Test School	6/30/2026 5:00 PM	✓	<a href="#">View</a>

## Section VII – Entering Incidents

### *No Incidents to Report*

If there are no Incidents to report, “Truancy” must be completed with zero, “0”, or this error message will appear:

Figure 7



**Please resolve the following errors before completing this form:**

- You must supply the incident type Truancy.

This ensures verification that each attendance center has been reviewed.

### *Entering Truancy*

1. Select “Truancy” from the drop-down menu and click “Add incident” (see Fig. 8)

Figure 8

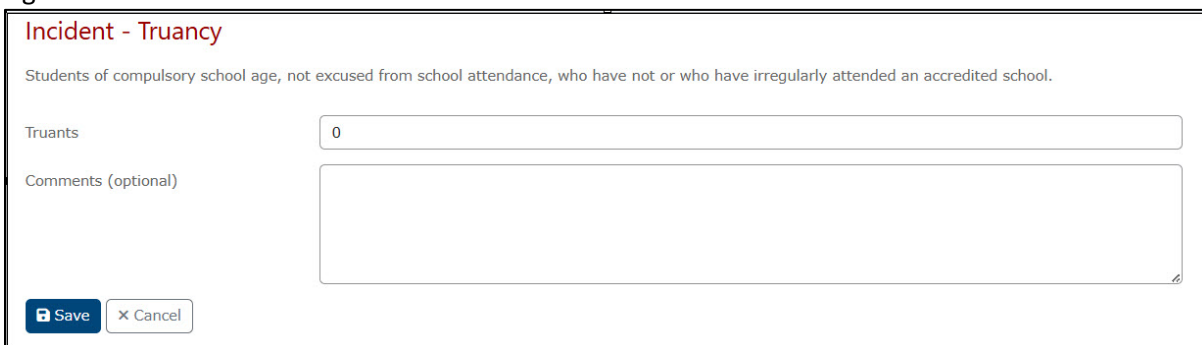


K12 Test District - 2025 - 2026  
K-12 Data Center Test Facility

Select an incident type

2. Enter “0” for the number of Truants if it is not already there by default. Then select “Save”.

Figure 9



**Incident - Truancy**

Students of compulsory school age, not excused from school attendance, who have not or who have irregularly attended an accredited school.

Truants

Comments (optional)

## Entering Non-Firearm Incidents

Non-Firearm incidents are reported per incident, not per student

1. Select an incident type from the drop-down menu and hit “Add incident”

Figure 10



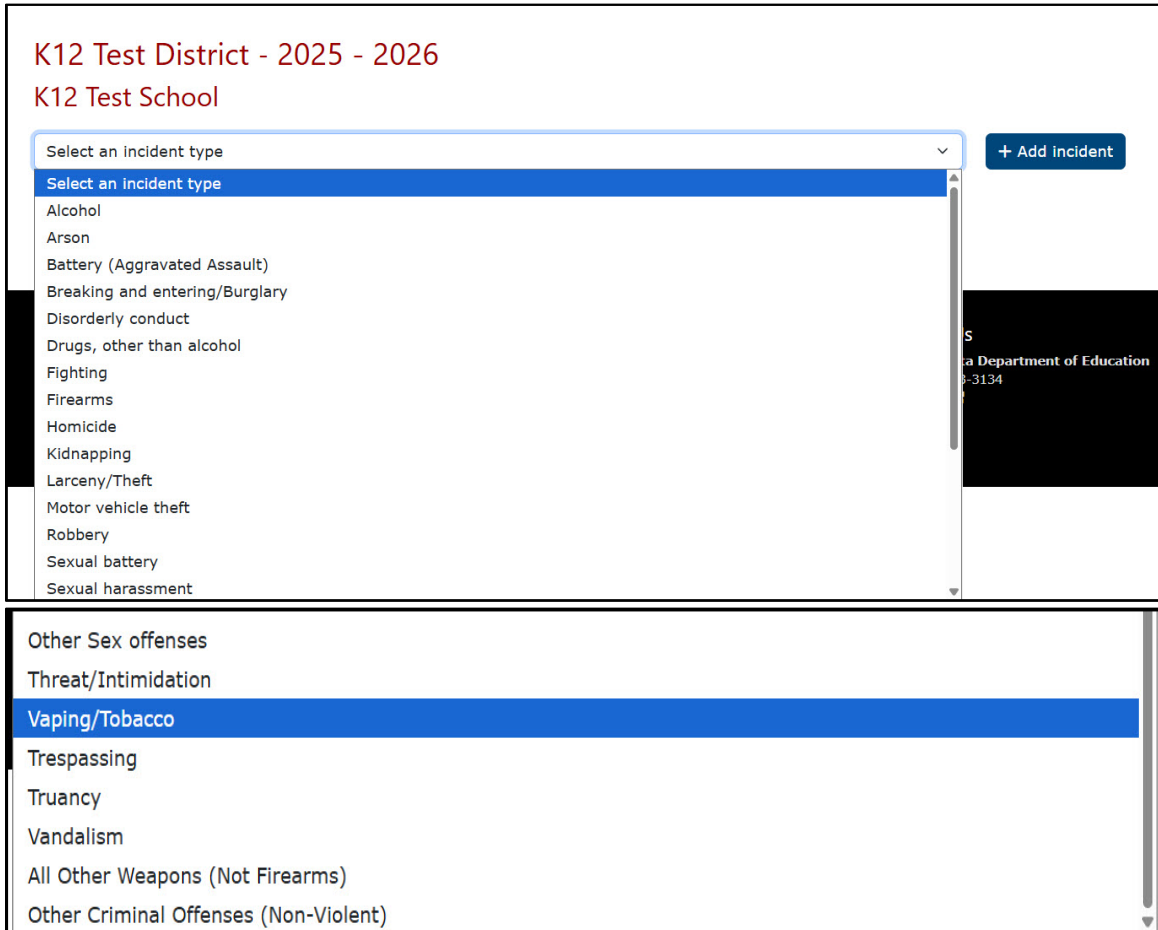
K12 Test District - 2025 - 2026  
K-12 Data Center Test Facility

Select an incident type ▼ + Add incident

⌂ Review and mark as complete ✕ Cancel

All available incidents are listed below:

Figure 11



K12 Test District - 2025 - 2026  
K12 Test School

Select an incident type ▼ + Add incident

- Select an incident type
- Alcohol
- Arson
- Battery (Aggravated Assault)
- Breaking and entering/Burglary
- Disorderly conduct
- Drugs, other than alcohol
- Fighting
- Firearms
- Homicide
- Kidnapping
- Larceny/Theft
- Motor vehicle theft
- Robbery
- Sexual battery
- Sexual harassment
- Other Sex offenses
- Threat/Intimidation
- Vaping/Tobacco**
- Trespassing
- Truancy
- Vandalism
- All Other Weapons (Not Firearms)
- Other Criminal Offenses (Non-Violent)

The non-firearm incident selected for this example is “Alcohol”. All the non-firearm incidents have similar forms for reporting, including the definition for the selected incident. Only “All Other Weapons (not firearms)” uses the bottom section of the form.

Figure 12

**Incident - Alcohol**

**Alcohol:** Violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included only if it results in disciplinary action.

**Examples:** being intoxicated at school or school-sponsored event, bringing alcohol on school grounds

**No Weapons**

Student Offenders	Non-Student Offenders	Unknown Offenders		
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Comments (optional)

**All Other Weapons (not firearms)**

Student Offenders	Non-Student Offenders	Unknown Offenders		
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Comments (optional)

- Complete the proper section of the incident form, again, in the case of “Alcohol” it would be “No Weapons”.

Figure 13

**Incident - Alcohol**

**Alcohol:** Violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included only if it results in disciplinary action.

**Examples:** being intoxicated at school or school-sponsored event, bringing alcohol on school grounds

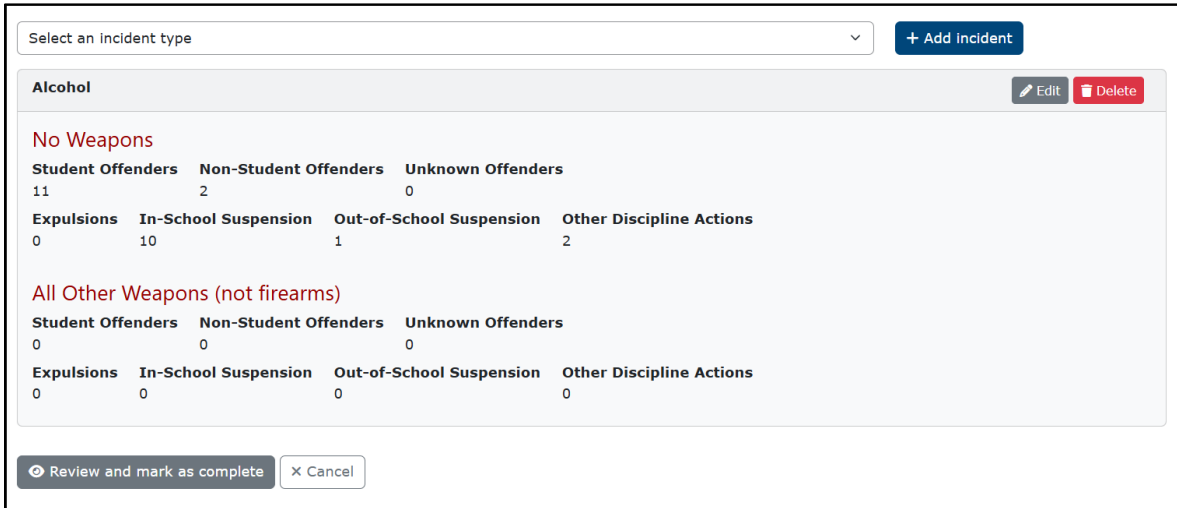
**No Weapons**

Student Offenders	Non-Student Offenders	Unknown Offenders		
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Comments (optional)

- Once reporting on a particular incident is complete, click “Save”. A window to review and validate the data just entered will appear like the one below:

Figure 14



The screenshot shows a review window for an incident. At the top, there is a dropdown menu labeled "Select an incident type" and a blue button labeled "+ Add incident". Below this, the incident type "Alcohol" is displayed in a grey header bar, with "Edit" and "Delete" buttons to its right. The main content area is divided into two sections: "No Weapons" and "All Other Weapons (not firearms)". Each section contains a table of counts for different categories.

No Weapons			
Student Offenders	Non-Student Offenders	Unknown Offenders	
11	2	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	10	1	2

All Other Weapons (not firearms)			
Student Offenders	Non-Student Offenders	Unknown Offenders	
0	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	0	0	0

At the bottom of the window, there are two buttons: "Review and mark as complete" and "Cancel".

Selecting “Edit”, will return the user to the previous screen.

Selecting “Delete” will erase all data entered for this incident.

Selecting “Cancel” will return user to the “Attendance Center” page for the district.

Selecting “Edit” on Attendance Center page will return user to the Incident Review like above.

- Select a new incident type to continue reporting for an attendance center from the drop-down menu above the review window.

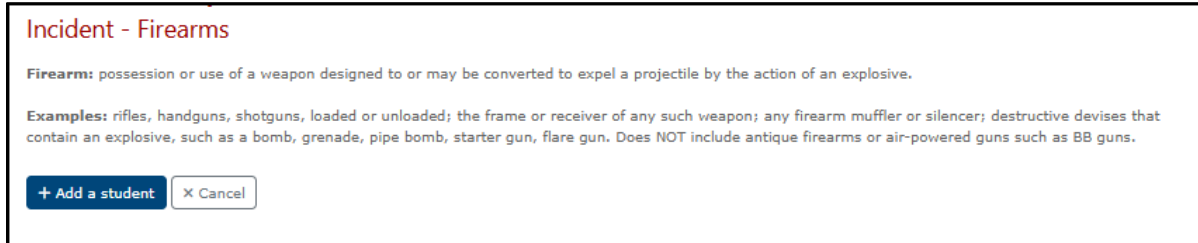
Selecting “Review and mark as complete” signifies the user has validated the data for **ALL** incident types. Users will no longer be able to return to update or add any information once this is clicked.

Repeat above steps for each non-firearm incident type that needs to be reported for an attendance center.

## Entering Firearm Incidents

1. Select “Firearms” from the incident type drop-down list.

Figure 15



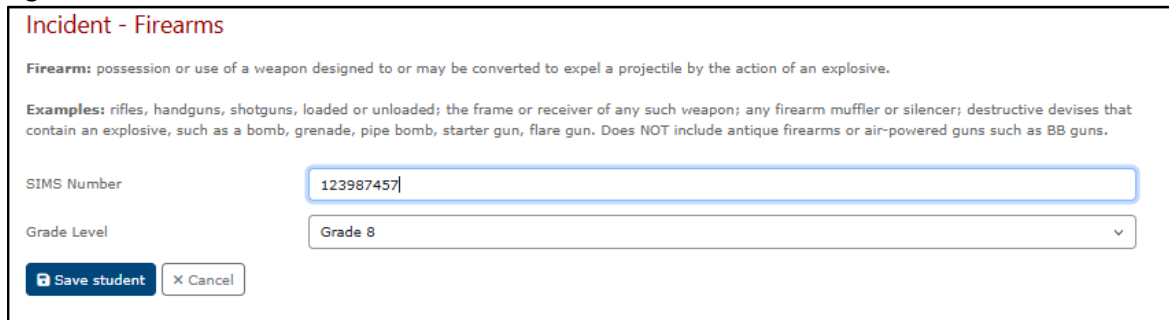
**Incident - Firearms**

**Firearm:** possession or use of a weapon designed to or may be converted to expel a projectile by the action of an explosive.

**Examples:** rifles, handguns, shotguns, loaded or unloaded; the frame or receiver of any such weapon; any firearm muffler or silencer; destructive devices that contain an explosive, such as a bomb, grenade, pipe bomb, starter gun, flare gun. Does NOT include antique firearms or air-powered guns such as BB guns.

2. Select “Add a student”. Enter SIMS number and select grade of student being reported.

Figure 16



**Incident - Firearms**

**Firearm:** possession or use of a weapon designed to or may be converted to expel a projectile by the action of an explosive.

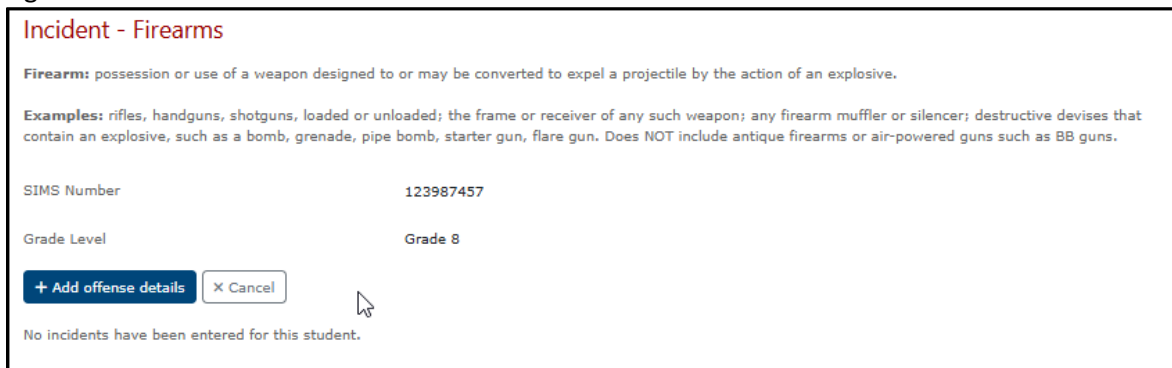
**Examples:** rifles, handguns, shotguns, loaded or unloaded; the frame or receiver of any such weapon; any firearm muffler or silencer; destructive devices that contain an explosive, such as a bomb, grenade, pipe bomb, starter gun, flare gun. Does NOT include antique firearms or air-powered guns such as BB guns.

SIMS Number

Grade Level

3. Select “Save student”. Next window shows SIMS number and grade level just entered. Enter “Add offense details” for student being reported.

Figure 17



**Incident - Firearms**

**Firearm:** possession or use of a weapon designed to or may be converted to expel a projectile by the action of an explosive.

**Examples:** rifles, handguns, shotguns, loaded or unloaded; the frame or receiver of any such weapon; any firearm muffler or silencer; destructive devices that contain an explosive, such as a bomb, grenade, pipe bomb, starter gun, flare gun. Does NOT include antique firearms or air-powered guns such as BB guns.

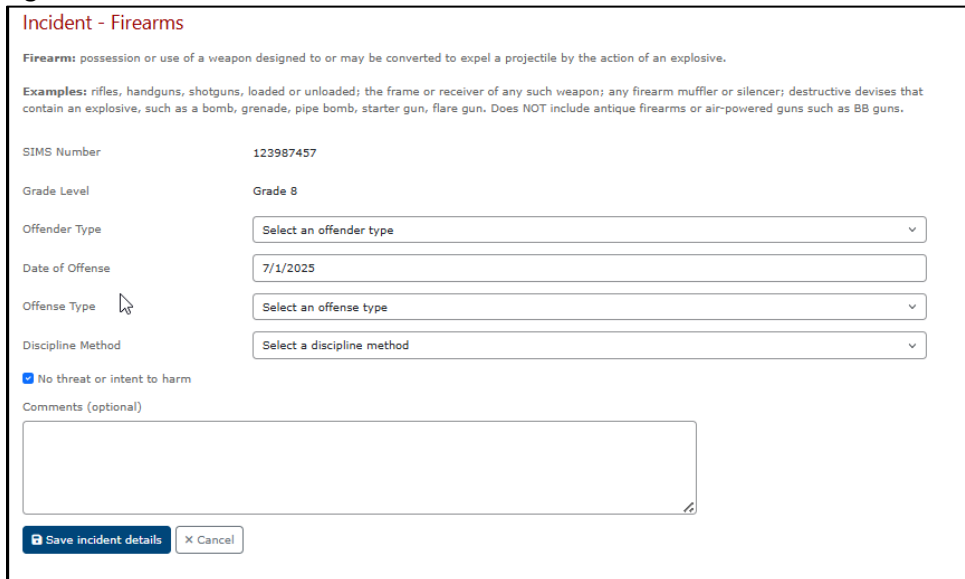
SIMS Number 123987457

Grade Level Grade 8

No incidents have been entered for this student.

A series of drop-down menus need to be selected to add the offense details.

Figure 18



**Incident - Firearms**

**Firearm:** possession or use of a weapon designed to or may be converted to expel a projectile by the action of an explosive.

**Examples:** rifles, handguns, shotguns, loaded or unloaded; the frame or receiver of any such weapon; any firearm muffler or silencer; destructive devices that contain an explosive, such as a bomb, grenade, pipe bomb, starter gun, flare gun. Does NOT include antique firearms or air-powered guns such as BB guns.

SIMS Number: 123987457

Grade Level: Grade 8

Offender Type: Select an offender type

Date of Offense: 7/1/2025

Offense Type: Select an offense type

Discipline Method: Select a discipline method

No threat or intent to harm

Comments (optional)

Save incident details Cancel

4. Select an offender type.

Figure 19



Select an offender type

Select an offender type

Student - Not SPED

Student - SPED

Non-student

5. Type in date of offense.

6. Select an offense type.

Figure 20



Select an offense type

Select an offense type

Handgun

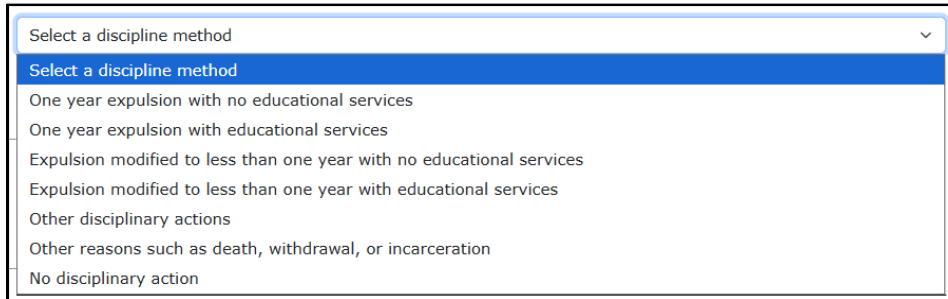
Rifle or shotgun

Multiple firearms

Other firearms

7. Select a discipline method.

Figure 21



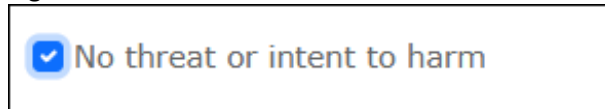
Select a discipline method

- Select a discipline method
- One year expulsion with no educational services
- One year expulsion with educational services
- Expulsion modified to less than one year with no educational services
- Expulsion modified to less than one year with educational services
- Other disciplinary actions
- Other reasons such as death, withdrawal, or incarceration
- No disciplinary action

8. No threat or intent to harm is marked by default. (see Fig. 22)

No threat or intent to harm.

Figure 22

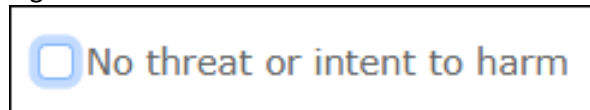


No threat or intent to harm

9. If this is not the case, unselect the box. (see Fig. 23)

Threat or intent to harm.

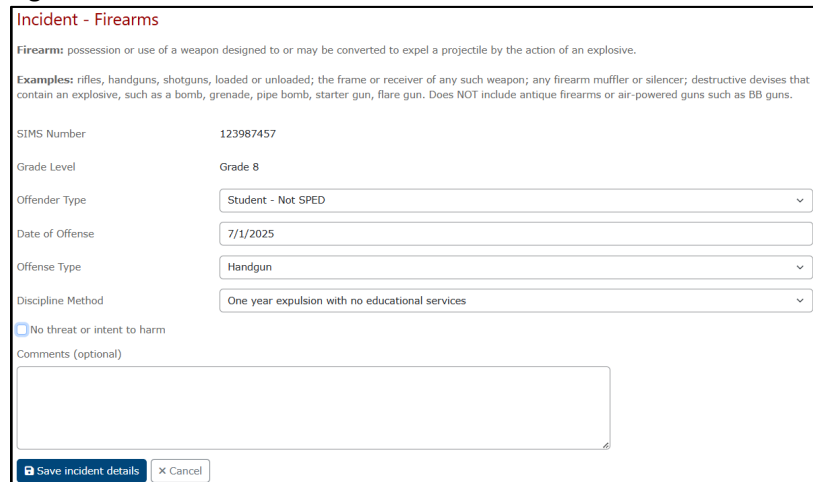
Figure 23



No threat or intent to harm

10. Select "Save incident details" when complete.

Figure 24



**Incident - Firearms**

**Firearm:** possession or use of a weapon designed to or may be converted to expel a projectile by the action of an explosive.

**Examples:** rifles, handguns, shotguns, loaded or unloaded; the frame or receiver of any such weapon; any firearm muffler or silencer; destructive devices that contain an explosive, such as a bomb, grenade, pipe bomb, starter gun, flare gun. Does NOT include antique firearms or air-powered guns such as BB guns.

SIMS Number: 123987457

Grade Level: Grade 8

Offender Type: Student - Not SPED

Date of Offense: 7/1/2025

Offense Type: Handgun

Discipline Method: One year expulsion with no educational services

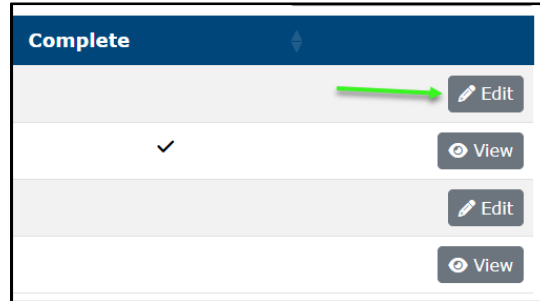
No threat or intent to harm

Comments (optional)

## Section VIII – Complete All Reporting

- Once all incidents have been reported for an attendance center, select “Edit” to review all incident data. (see Fig. 25)

Figure 25



- You will again see the screen listing all incidents and the data you entered. If there was no truancy data to report, it still needs to be entered as “0” to verify it has been reviewed.

Figure 26

Select an incident type + Add incident

---

**Alcohol** Edit Delete

**No Weapons**

Student Offenders	Non-Student Offenders	Unknown Offenders	
4	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	7	0	0

**All Other Weapons (not firearms)**

Student Offenders	Non-Student Offenders	Unknown Offenders	
0	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	0	0	0

---

**Fighting** Edit Delete

**No Weapons**

Student Offenders	Non-Student Offenders	Unknown Offenders	
6	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	10	5	0

**All Other Weapons (not firearms)**

Student Offenders	Non-Student Offenders	Unknown Offenders	
0	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	0	0	0

---

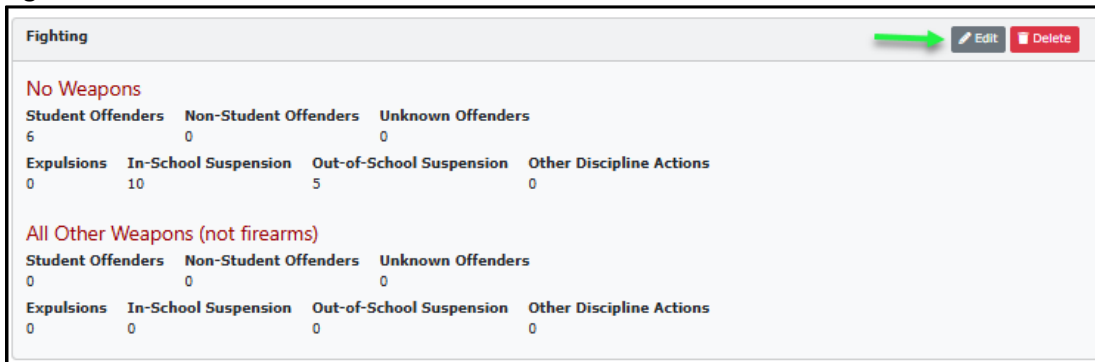
**Truancy** Edit Delete

Truants: 4

Review and mark as complete Cancel

3. If any incident data needs to be reviewed, select “Edit” in the upper right corner of the incident type’s box. (see Fig. 27)

Figure 27



Fighting			
<b>No Weapons</b>			
Student Offenders	Non-Student Offenders	Unknown Offenders	
6	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	10	5	0
<b>All Other Weapons (not firearms)</b>			
Student Offenders	Non-Student Offenders	Unknown Offenders	
0	0	0	
Expulsions	In-School Suspension	Out-of-School Suspension	Other Discipline Actions
0	0	0	0

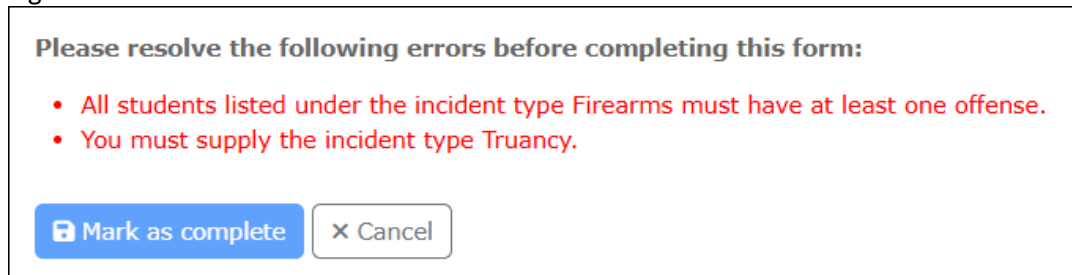
4. Once all data has been reviewed, the bottom button of “Review and mark as complete” can be selected.

Figure 28



5. If there are any errors, a message will pop up with anything that needs to be corrected like the one below:

Figure 29

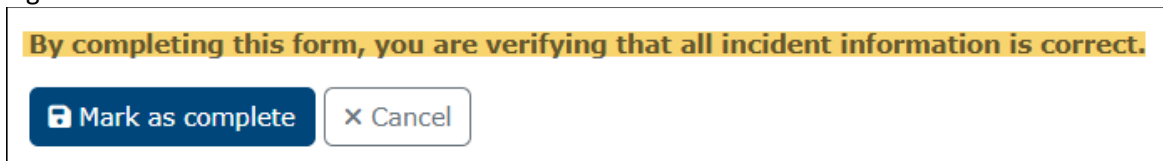


**Please resolve the following errors before completing this form:**

- All students listed under the incident type Firearms must have at least one offense.
- You must supply the incident type Truancy.

6. Once everything is correct, the following message will appear. This is the final validation for the data. Once “Mark as complete” is selected, reporting for the attendance center will be closed and cannot be re-opened.

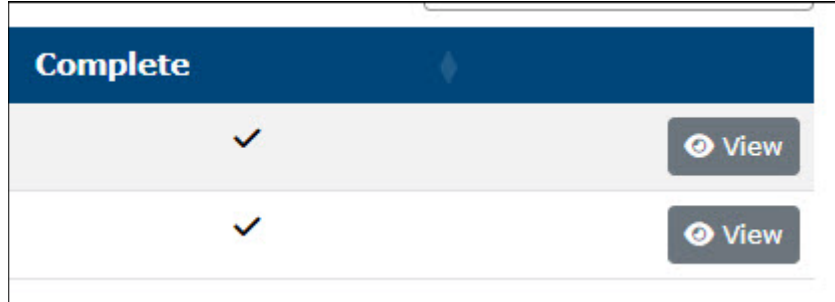
Figure 30



**By completing this form, you are verifying that all incident information is correct.**

7. An attendance center that is complete will have a check under “Complete” in the district list. Entered data is only viewable, it can no longer be edited/updated.

Figure 31



Complete	
✓	<a href="#">View</a>
✓	<a href="#">View</a>

Reporting is done when all attendance centers are marked “Complete” for a district.