

## **INCIDENT MANAGEMENT SYSTEM PROCEDURE**

Administrators or designated school building personnel will be responsible to enter disciplinary actions that occur at their respective school. Reportable infractions shall consist of: fighting, truancies, vandalism, arson, sexual offenses; use and possession of drugs, alcohol, tobacco, weapons, and prescription abuse, or other incidents considered illegal infractions as defined by the State Department of Education Safe and Drug Free Schools.

Any infraction that does not meet the above mentioned criteria must be entered into the district's student information system as a 'log entry' (i.e. if a student's behavior warrants an In-School Suspension under the building's discipline plan, but does NOT meet the above criteria, then it should be listed in a log entry as "ISS – Too many tardies").

The designated~~That~~ person will use *Log Entries* for recording behaviors, consequences, and parent contacts specified in the *Incident Type*. The State Incident Report and State Discipline Report will pull student information from the *Incident* screen that pertains to the following:

- In-School Suspension
- Out-of-School Suspension
- Unilateral Removal
- Removal by Hearing Officer
- Expulsion
- Juvenile justice or law enforcement involvement

All information marked as Safe and Drug Free Schools (SDFS) Reportable in the incident will pull into the State Incident Report with exception to the students' name. The State Disciplinary Report will only pull student information if they have an 'action' added in the above categories. If any of these reasons are used, all the information in the action needs to be complete. Entries need to be made immediately upon occurrence as reports are drawn monthly.

~~Types of incidents that result in the above action will be illegal infractions as defined by the State Department of Education Safe and Drug Free Schools. These infractions shall consist of: fighting, truancies, vandalism, arson, sexual offenses; use and possession of drugs, alcohol, tobacco, weapons, and prescription abuse.~~



**LEGAL REFERENCE: NCLB Act, Title IX, Part E., Subpart 2, sec. 9532**

**ADOPTED: October 21, 2013**

**AMENDED/REVISED:**