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About the School Incident Reporting System

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the reporting of incidents to the ISP requirement, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically. This does not satisfy the requirement to report incidents to local law enforcement authorities.

What type of incidents are mandated to be reported?

105 ILCS 5/10-27.1B. Reporting drug-related incidents in schools.
“....Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property,....the superintendent or his or her designee, or appropriate administrative officer for a private school, shall report all such drug-related incidents occurring in a school or school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency prescribed by the Department of State Police.”....

105 ILCS 5/27.1A. Firearms in schools.
“....Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, ....the superintendent or his or her designee shall report all such firearm-related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.”....

“....Upon receipt of a written complaint from any school personnel, the superintendent, or other appropriate administrative officer for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.”....
Accessing the School Incident Reporting System

The School Incident Reporting System (SIRS) is available on the Illinois State Board of Education (ISBE) website. From the ISBE home page, select 'IWAS'. This will take you to the IWAS Training page. Enter your userid and password and select 'Login'.
Accessing the School Incident Reporting System

To access the system, select ‘System Listing’. This will take you to the ‘My Systems’ page. Select ‘SIRS - School Incident Reporting System’ from the available system categories. This will take you to the SIRS main page.
School Incident Reporting System - Main Page

The SIRS main page provides a brief overview of the Illinois Compiled Statutes that mandate the reporting of certain school incidents. Links to the Illinois Compiled Statutes are also available on the main page. There are four basic categories of information that may be associated with an incident:

- Information about the incident;
- Information about the offender(s);
- Information about the offense(s) committed; and,
- Information about the victim(s) of the offense.

Links to Illinois Compiled Statutes.
School Incident Reporting System - Main Page

The main page contains a link to the ‘User’s Guide and Definitions’ document and allows the user to close the window and return to the ‘My Systems’ page.

The main page also includes two selection buttons: one to ‘Report an Incident’; and, one to ‘Modify an Incident’. Choose the ‘Report an Incident’ button to enter a new incident report. Select ‘Modify an Incident’ to make a change to a previously submitted incident report.
School Incident Reporting System - Report an Incident

This screen is used to capture general information regarding the incident. An “Incident” is defined as one or more offenses, or crimes, committed by an offender at the same time and location. “Same time and location” means that the time interval between the offenses and the distance between the locations where they occurred were insignificant.

‘School Where the Incident Occurred’: The system has been designed to provide a list of schools within each district based on the userid. Select the appropriate school where the incident occurred from the drop-down list.

‘Report Number’: The system will automatically generate a unique report number for each new incident.

For example, the Pleasant Plains school district includes these schools.

From the drop-down list, select the school where the incident occurred.

The report number is displayed here.
School Incident Reporting System - Report an Incident

‘Contact Information’: Enter the first and last name of the Superintendent or contact person for the school in the appropriate boxes. This should be the name of the person to contact should any questions arise regarding the incident.

‘Date of the Incident’: Next, click on the calendar icon and select the date the incident occurred from the calendar that is displayed. If the exact date is unknown, use the date the incident was first discovered or reported.
Select the time the incident occurred from the drop-down list.

'**Time of the Incident**': Select the time the incident occurred, rounded to the nearest hour, from the drop-down listing. If the time the incident occurred is not known, select ‘Unknown’.
School Incident Reporting System - Report an Incident

'Location of Incident': Using the drop-down list, select the location that best describes where the incident occurred. There are five location options: inside the school, on school grounds, on school transportation, at a school function that is not on school property, and non-school property. Choose ‘Non School Property’ for locations such as restaurant parking lot, movie theater, etc. For example, a teacher is assaulted in a restaurant parking lot by a student during a field trip. Even though the incident did not occur on school property, the incident occurred during a school-sponsored field trip and should be entered into the SIRS.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

‘Gang-related Incident’: Indicate whether the incident was gang-related by selecting the appropriate button. ‘Gang-related’ means that the offender committed the offense in furtherance of activities of an organized gang. An ‘Organized Gang’ means three or more persons with an established hierarchy that, through its membership or through the agency of any member engages in a course or pattern of criminal activity.

Select one of these buttons to indicate gang activity.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

‘Incident Summary’: At any time during the entry, the ‘Incident Summary’ button may be selected to view a summarized report of the information entered.

‘Next’: Once the required information has been entered, select the ‘Next’ button to proceed to the Offense screen. Selecting the ‘Next’ button will save the information and advance to the Offense screen.

‘Save’: Each screen will time-out after 20 minutes and the user will be logged out of the system. Selecting the ‘Save’ button will save the information that has been entered. To finish the entry once you have “timed-out”, the user will need to log-on and select ‘Modify an Incident’ to complete the entry.

Select the ‘Save’ button to save the information.
Select the ‘Incident Summary’ button to display a report.
Select the ‘Next’ button to advance to the Offense screen.
Select the ‘Save’ button to save the information.
School Incident Reporting System - Report an Incident

‘System Message Box’: Once the user has selected the ‘Next’ button from the Incident screen, the information will be checked by the system for completion prior to advancing to the Offense screen. Messages indicating any missing or incorrect information will be displayed in the system message box. The missing or incorrect information must be changed before advancing to the Offense screen.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

This screen is used to capture general information regarding the offense that was committed. Based on the type of offense committed, the system will prompt the user for additional information. Drug-related offenses will require the entry of the 'Drug Type', whereas, an attack against school personnel and weapon-related offenses will require the entry of a 'Weapon Type'. See the 'Appendix' section for detailed information regarding offenses.

‘Offense Committed’: From the drop-down list, select the type of offense that best describes the crime committed during the incident.

Select the 'Offense' committed from the drop-down list.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

For Drug-related offenses, the ‘Drug Type’ field is required. The weapon-related fields will be greyed-out and the user will not be able to select those options.

‘Drug Type’: From the drop-down list, select the suspected drug type involved in the incident. In some instances, the drug type may not be determined at the time of the incident. In this case, select ‘Unknown Drug Type’. In instances where the type of drug is not in the drop-down list, select ‘Other Drug Than Those Listed’.

Select the ‘Drug Type’ from the drop-down list.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

For incidents that involve an attack against school personnel or weapons, the ‘Weapon Type’ field is required. The drug-related fields will be greyed-out and the user will not be able to select those options.

‘Weapon Type’: From the drop-down list, select the type of weapon that best describes the weapon involved in the incident.

Select the ‘Weapon Type’ from the drop-down list.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

‘**Weapon Discharged**’: For incidents that involve a weapon that is considered a firearm (handgun, rifle, shotgun, etc.), indicate whether the firearm was discharged by selecting the appropriate button.

‘**Other Offenses**’: Indicate whether additional offenses were committed during the incident by selecting the appropriate button. Selecting ‘Yes’ requires an additional incident report to be entered.

‘**Back**’: Select the ‘Back’ button to move from the Offense screen to previous screens.

Select the appropriate button to indicate whether the firearm was discharged.
Select the appropriate button to indicate whether additional offenses were committed.
Select the ‘Back’ button to move to a previous screen.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

This screen is used to capture general information regarding the offender or suspect that committed the offense(s). Once the information is entered and the ‘save’ button is selected, the information will be displayed in a table.

‘Offender/Suspect Student Status’:

Indicate whether the offender or suspect is a student of the school where the incident occurred by selecting the appropriate button.

Information will be displayed in a table after selecting the ‘Save’ button.

Select the appropriate button to indicate whether the offender/suspect is a student of the school.
School Incident Reporting System - Report an Incident

‘Offender/Suspect Age’: Enter the age of the offender or suspect in the box. If the age is unknown, enter the estimated age of the offender or suspect. For example, the offender or suspect appears to be between 11 and 15 years of age, enter 13.

‘Offender/Suspect Gender’: Indicate the gender of the offender or suspect by selecting the appropriate button.
School Incident Reporting System - Report an Incident

‘Offender/Suspect Race’: From the drop-down list, select the race of the offender or suspect. Select ‘Some Other Race’ if the offender or suspect race is unknown.

The U.S. Census categorizes ‘race’ into five categories: White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Pacific Islander, and Some Other Race. See the ‘Appendix’ section for definitions.
School Incident Reporting System - Report an Incident

‘Offender/Suspect Ethnicity’: From the drop-down list, select the ethnicity of the offender or suspect. Select ‘Unknown’ if the offender or suspect ethnicity is unknown.

The U.S. Census categorizes ‘ethnicity’ into three categories: Hispanic or Latino, Not Hispanic or Latino, and Unknown. See the ‘Appendix’ section for definitions.

Select the ‘Ethnicity’ of the offender or suspect from the drop-down list.

Note: See the Appendix section for definitions.
‘Action Taken’: From the drop-down list, select the action taken against the offender or suspect. Select ‘Other Action Taken (not Listed Above)’ if the action taken is unknown.

Select the ‘Action Taken’ against the offender or suspect from the drop-down list.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

The Offender screen has an edit, delete, and reset feature to modify offender information.

‘Edit’: In the Offender table, select ‘Edit’ to change information that has already been entered.
‘Delete’: In the Offender table, select ‘Delete’ to remove information that has already been entered.
‘Reset Data’: Selecting the ‘Reset Data’ button will clear information entered on the offender screen. ‘Reset Data’ will not remove information that appears in the Offender table.

Select ‘Edit’ to change information in the offender table.
Select ‘Delete’ to remove information in the offender table.
Select ‘Reset Data’ to clear information entered on the offender screen.
School Incident Reporting System - Report an Incident

The Offender screen has a ‘Submit’ feature that will check the information for missing or erroneous information and commit the entry to the system for approval. Depending on the type of offense committed, an entry may be submitted once the Offender information has been entered. For example, a drug-related offense would require incident, offense, and offender information but not victim information. Drug offenses are considered a crime against society, therefore, no victim information should be entered. The system will display a message in the message display box if additional information, such as victim(s), needs to be entered.

‘Submit’: The ‘Submit’ button commits the entry to the system for approval. Once selected, the screen will change and a message box will indicate that the entry has been successfully committed to the system.

Select ‘Submit’ to commit the entry to the system for approval.

The message display box will indicate that the entry was successfully committed.
School Incident Reporting System - Report an Incident

This screen is used to capture general information regarding the victim of the offense(s) committed during the incident. Victim information is required for Aggravated Assault, Aggravated Battery, Criminal Sexual Assault, and Murder offenses only. Once the information is entered and the 'save' button is selected, the information will be displayed in the table.

'Victim Age': Enter the age of the victim in the box. If the age is unknown, enter the estimated age of the victim. For example, the victim appears to be between 26 and 30 years of age, enter 28.

'Victim Gender': Indicate the gender of the victim by selecting the appropriate button.
School Incident Reporting System - Report an Incident

‘Victim Race’: From the drop-down list, select the race of the victim. Select ‘Some Other Race’ if the victim race is unknown.

The U.S. Census categorizes ‘race’ into five categories: White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Pacific Islander, and Some Other Race. See the ‘Appendix’ section for definitions.
School Incident Reporting System - Report an Incident

‘Victim Ethnicity’: From the drop-down list, select the ethnicity of the victim. Select ‘Unknown’ if the victim ethnicity is unknown.

The U.S. Census categorizes ‘ethnicity or Hispanic origin’ into three categories: Hispanic or Latino, Not Hispanic or Latino, and Unknown. See the ‘Appendix’ section for definitions.

Select the ‘Ethnicity’ of the victim from the drop-down list.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

‘Injury Type’: From the drop-down list, select the type that best describes the injury sustained by the victim. Select the most serious type of injury if there were multiple injury types.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

'Victim Type': From the drop-down list, choose the selection that best describes the victim's association to the school. The victim must fall under one of these choices in order to be considered a reportable incident. If the victim is not associated with the school, the incident should not be entered.

Note: See the Appendix section for definitions.
School Incident Reporting System - Report an Incident

The Victim screen has a ‘Submit’ feature that will check the information for missing or erroneous information and commit the entry to the system for approval. The system will display a message in the message display box if additional information needs to be entered.

‘Submit’: The ‘Submit’ button commits the entry to the system for approval. Once selected, the screen will change and a message box will indicate that the entry has been successfully committed to the system.

<table>
<thead>
<tr>
<th>ID</th>
<th>Age</th>
<th>Gender</th>
<th>Race</th>
<th>Ethnicity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>25</td>
<td>Male</td>
<td>White</td>
<td>Not Hispanic Origin</td>
<td>Victim was Teacher</td>
</tr>
</tbody>
</table>

Select ‘Submit’ to commit the entry to the system for approval.
School Incident Reporting System - Report an Incident

The following screen will be displayed once the entry has been submitted and accepted by the system for approval. The message display box will confirm that the entry has been successfully submitted. This screen allows the user to close the window and return to the System Listing screen, make a new entry, or search for an existing entry by the report number or the date of the incident.

‘Close Window’: - Select ‘Close Window’ to return to the System Listing screen.
‘Refresh’: - Select the ‘Refresh’ button to re-load the most recent data.
‘New Incident’: - Select the ‘New Incident’ button to make a new entry.

Confirmation of a successful submission will be displayed here.
Select ‘Refresh’ to re-load the most recent data.
Select ‘New Incident’ to make a new entry.
Select ‘Close Window’ to return to the System Listing screen.
School Incident Reporting System - View or Modify an Incident

The system has built-in features that allow the user to view or modify an existing entry. To find an existing entry when the incident date or report number are not known, use the ‘Search’ functionality of the system.

‘Search’ - One option is to enter the report number, if known, and select the ‘Search’ button. Another option is to select the incident date, if known, by using the calendar icon and selecting the ‘Search’ button. The search result will be displayed in the table. Using the table, click on the incident date to view the entry or click on the report number to view a summarized report of the entry.

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Report Number</th>
<th>Status</th>
<th>School Name</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2005</td>
<td>24</td>
<td>Submitted</td>
<td>PLEASANT PLAINS MIDDLE SCHOOL</td>
<td>tmcghee</td>
</tr>
<tr>
<td>10/24/2005</td>
<td>8</td>
<td>Submitted</td>
<td>FARMINGDALE ELEM SCHOOL</td>
<td>dbabroberts</td>
</tr>
<tr>
<td>02/21/2005</td>
<td>44</td>
<td>Submitted</td>
<td>PLEASANT PLAINS MIDDLE SCHOOL</td>
<td>tmcghee</td>
</tr>
<tr>
<td>02/01/2005</td>
<td>02</td>
<td>Submitted</td>
<td>PLEASANT PLAINS MIDDLE SCHOOL</td>
<td>tmcghee</td>
</tr>
</tbody>
</table>
School Incident Reporting System - View or Modify an Incident

A listing of all entries made for a particular school district will be displayed in a table. The incident date, report number, status of the entry, school name, and userid of the person that last modified the entry will be displayed in the table. The status of the entry will be either ‘Draft’, ‘Submitted Pending Approval’, ‘Submitted’, or ‘Disapproved’.

‘Draft’: The entry has not been submitted and may be modified by the user. To modify an entry in ‘Draft’ status, click on the incident date in the table, make the required additions or changes to the entry and select ‘submit’. Selecting the report number will display a summarized report of the entry.

‘Submitted Pending Approval’: The entry is complete and ready for the approval process.

‘Submitted’: The entry was entered and approved by the appropriate administrator. In order to modify an incident in ‘Submitted’ status, select the incident date from the display table. Select the ‘Revise’ button, modify the necessary information and select the ‘Submit’ button. A new report number will be assigned and the status will change to ‘Submitted Pending Approval’.

‘Disapproved’: The entry was submitted, reviewed, and the approver did not approve the entry. The entry must be revised and re-submitted for approval. In order to modify an incident in ‘Submitted’ status, select the incident date from the display table. Select the ‘Revise’ button, modify the necessary information and select the ‘Submit’ button. A new report number will be assigned and the status will change to ‘Submitted Pending Approval’.

The status of the entry is displayed here.
School Incident Reporting System - Approving an Entry

Each entry ‘submitted’ to the system must be reviewed and approved by up to two administrators. The authority level of the person making the entry will determine the level(s) of approval. Entries made by persons with ‘School Administrator’ authority will require the ‘District Administrator’s’ approval. Entries made by persons with authority levels other than ‘School Administrator’ or ‘District Administrator’ will require approval by each, the school administrator and district administrator.

To begin the approval process, select ‘Modify an Incident’ from the main screen. The approving authority will select the ‘View Approvals’ button to display all submitted entries awaiting approval.

Select the ‘Modify an Incident’ button to begin the approval process.

Select the ‘View Approvals’ button to display a list of entries to be approved.
School Incident Reporting System - Approving an Entry

A list of entries waiting for approval will be displayed. Select the incident date of the entry to be reviewed from the table, this will allow the approver to review the entry for accuracy and completeness. Once the entry has been reviewed, select either the ‘Approve’ or ‘Disapprove’ button.

Select the incident date of the entry to be reviewed for approval.

After reviewing the entry, select either ‘Approve’ or ‘Disapprove’.
School Incident Reporting System - Approving an Entry

Once the entry has been approved or disapproved, a message will be displayed in the message display box. Upon selecting the ‘Disapprove’ button, an email will be generated to the person who made the entry advising them of the disapproved status. The status of the entry will change from ‘Submitted Pending Approval’ to either ‘Submitted’ or ‘Disapproved’.
Definitions

**Age of Offender or Victim:** The age, in years, of the suspect/offender or victim on the day the incident occurred.

**Aggravated Assault** - A person commits an aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving an aggravated battery, and, he or she knows the individual assaulted to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note:** Aggravated Assault means there was no physical harm to the victim, only the fear or threat of harm.

**Aggravated Battery** - A person commits aggravated battery if he or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual, he or she knows the individual harmed to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note:** Aggravated Battery means there was physical harm to the victim.

**American Indian / Alaska Native** - Refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. It includes people who indicate their race as Sioux, Chippewa, or Navajo.

**Apparent Broken Bones** - It is visually apparent that the victim sustained one or more broken bones as a result of the incident.

**Apparent Major Injury** - The victim sustained major injuries, such as large scrapes and/or bruises, as a result of the incident.

**Apparent Minor Injury** - The victim sustained minor injuries, such as small scrapes and/or bruises, as a result of the incident.

**Arrested as a Result of the Incident** - Action of police or other authority, to apprehend and take under guard (custody) a person who is suspected of committing a crime.

**Asian** - Refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes people who indicate their race as Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, or Other Asian.

**Asphyxiation** - To kill or make unconscious by inadequate oxygen, presence of noxious agents, or other obstruction to normal breathing by drowning, strangulation, suffocation, gas, etc.

**Black or African American** - Refers to people having origins in any of the Black racial groups of Africa. It includes people who indicate their race as Black, African American, Negro, Afro American, Nigerian, or Haitian.

**Blunt Object** - A hammer, club, baseball bat, etc.

**Cannabis, Marijuana, or Hashish** - “Cannabis” includes marijuana, hashish and other substances which are identified as including any parts of the plant Cannabis Sativa, whether
Definitions

growing or not; the seeds thereof, the resin extracted from any part of such plant; and any compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other cannabinol derivatives, including its naturally occurring or synthetically produced ingredients, whether produced directly or indirectly by extraction, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis.

**Cocaine (including crack)** - Illicit cocaine is usually distributed as a white crystalline powder or as an off-white chunky material. Cocaine base is converted into the powder form, which is usually cocaine hydrochloride, by diluting it with other substances. “Crack” is the street name given to cocaine that has been processed from cocaine hydrochloride to a ready-to-use free base for smoking.

**Contact First and Last Name**: The first and last name of the person who may be contacted regarding the incident.

**Criminal Sexual Assault** - An act of sexual penetration (male or female) by the use of force or threat of force.

**Date of the Incident**: The date the incident occurred. If the date the incident occurred is not known, enter the date the incident was reported.

**Depressants** - Also known as “Downers”. A habit forming drug or agent that depresses the central nervous system or reduces a bodily functional activity or an instinctive desire (as appetite). Examples include: Glutethimide or Doriden, Methaqualone or Quaalude, Pentazocine or Talwin, etc.

**Detention** - Retaining a student for disciplinary reasons before or after school.

**Drug Offenses** - The violation of laws prohibiting the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug, narcotic substance, or drug equipment (paraphernalia) utilized in their preparation and/or use.

**Drug Paraphernalia** - equipment or devices utilized in preparing and/or using drugs or narcotics. “Drug paraphernalia” means all equipment, products and materials of any kind which are intended to be used unlawfully in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body cannabis or a controlled substance in violation of the Cannabis Control Act, the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act. Examples include: “one-hitter”, rolling papers, roach clips, bongs, etc.

**Drugs, when used as a weapon** - The use of drugs, such as sleeping pills, to incapacitate the victim.

**Ecstasy** - Methylenedioxymethamphetamine: (MDMA), best known on the street as “Ecstasy.” An illicit drug, considered a recreational or party drug. It acts as both a stimulant and a hallucinogen. Ecstasy achieves its high by preventing the brain from reabsorbing the chemical serotonin, thereby prolonging its effects in the body.
Definitions

**Ethnicity/ Hispanic Origin** - The federal government considers race and Hispanic origin to be two separate and distinct concepts. Hispanic or Latino origin is defined as “a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.”

**Explosives** - Any device containing combustible material and a fuse.

**Expulsion** - A disciplinary action taken by school authorities which result in the removal of a student from classes for a specified period of time.

**Fire / Incendiary Device** - Includes fire or agents or devices used to cause a fire.

**Firearm, type not known** - Use this category when a firearm (a weapon from which a shot is discharged by gunpowder) was used during the incident, however, it is unknown whether the firearm was a handgun, rifle, or shotgun.

**Gang-related**: Indicates whether the offense involved in the incident was gang-related. ‘Gang-related’ means that the offender committed the offense in furtherance of activities of an organized gang. An ‘Organized Gang’ means three or more persons with an established hierarchy that, through its membership or through the agency of any member engages in a course or pattern of criminal activity.

**Hallucinogens** - A psychoactive drug that induces hallucinations or altered sensory experiences. Examples include: LSD; “Acid”; Mescaline or Peyote; Psilocybin or “mushrooms”; STP; BMDA or White Acid; DMT; etc.

**Hand Tool** - Items such as a screwdriver, wrench, etc. when used as a weapon.

**Handgun** - A firearm (pistol or revolver) designed to be held and fired with one hand.

**Heroin** - a strongly physiologically addictive narcotic that is made by the acetylation of morphine but is more potent than morphine and that is prohibited for medical use in the U.S. The drug is often used illicitly for its euphoric effects.

**Incident**: One or more offenses, or crimes, committed by an offender at the same time and location. I.e. there was not a significant amount of time between offenses that warrant a separate incident report for the additional offense(s).

**Incident Documented, No Further Action Taken** - Written report taken by school and put on file.

**Incident Involving an Attack Against School Personnel** - An incident that occurs in which a teacher, teacher personnel, administrative personnel or educational support personnel is the victim of an Aggravated Assault, Criminal Sexual Assault, or Murder offense.

**Incident Involving Drugs** - An incident that occurs that involves a ‘drug offenses’. (See Drug Offense definition).

**Incident Involving Weapons** - An incident that occurs that involves a ‘weapon’. (See Weapon definition).
Definitions

**Inhalants** - Aromatic Hydrocarbons. Any compound, liquid, or chemical containing toluol, hexane, trichloroethylene, acetone, toluene, ethyl acetate, methyl ethyl ketone, trichloroethane, isopropanol, methyl isobutyl ketone, methyl cellosolve acetate, cyclohexanone, the alkaloids atropine, hyoscymine, or scopolamine, or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual or mental processes. Examples include: airplane glue, aerosol cans, etc.

**Inside School** - the incident occurred inside a public or private elementary or secondary school building.

**Killed** - The victim died because of the injuries sustained during the incident.

**Knife / Cutting Instrument** - Any size or shape of knife including blades, or other sharp devices. Includes box cutter, ax, switchblade, etc.

**Ligature** - Something that is used to bind, such as a rope, belt, or scarf.

**Location the Incident Occurred**: Indicates where the incident took place.

**Loss of Teeth** - The victim lost a tooth, or teeth, as a result of injuries sustained during the incident.

**Manufacture of Drugs** - Manufacture means the production, preparation, propagation, compounding, conversion or processing of a controlled substance other than methamphetamine, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling of its container.

**Methamphetamine / Amphetamine** - Methamphetamine means the chemical methamphetamine (a Schedule II controlled substance under the Illinois Controlled Substances Act) or any salt, optical isomer, salt of optical isomer, or analog thereof, with the exception of Methylenedioxy-methamphetamine (MDMA) or any other scheduled substance with a separate listing under the Illinois Controlled Substances Act.

**Motor Vehicle** - Any motorized mode of transportation (vehicle) when used as a weapon.

**Murder** - The willful killing of one human being by another.

**Native Hawaiian or Other Pacific Islander** - Refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as Native Hawaiian, Guamanian or Chamorro, Samoan, or Other Pacific Islander.

**Non School Property** - the incident occurred at a location that was not school property, school transportation, or at/during a school-related function or activity. For example, a teacher is assaulted at a shopping mall by a student.
Offender Student: Indicates whether or not the suspect/offender was a student of the school in which the incident occurred.

On School Grounds - the incident occurred on real property comprising any public or private elementary or secondary school or within 1,000 feet of the real property comprising any school.

Other Action Taken - Action taken that does not meet any of the other 'Action Taken' selections. Includes not identified or determined.

Other Drug Than Those Listed - Includes drug types that do not fall into one of the other drug categories.

Other Major Injury - The victim sustained a major injury, not fitting into any of the other categories, as a result of the incident.

Other Weapon - The type of weapon is known, however, the weapon type does not fit into one of the other weapon descriptions.

Personal Weapon - Includes hands, fists, feet, biting, etc. when used as a weapon.

Poison - A substance that through its chemical action usually kills, injures, or impairs a living being.

Possess, Use, Deliver, or Sale of Drug Paraphernalia- Having or holding equipment or devices utilized in preparing and/or using drugs or narcotics. Possessing, distributing, or using any drug related paraphernalia.

Possession of Drugs - Having or holding any type of drug whose possession and use is regulated by law, including a narcotic, stimulant, or a hallucinogen. Possessing any illegal or controlled substance.

Possible Internal Injury - The victim sustained possible internal injuries, such as internal bleeding, as a result of the incident.

Pretend Weapon - An item that resembles a weapon such as a toy gun, knife, etc.

Referred to Local Law Enforcement for Handling - Persons turned over to local police authorities for handling.

Rifle - A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

Sale or Delivery of Drugs - Transferring any type of drug whose possession and use is regulated by law, including a narcotic, stimulant, or a hallucinogen. Distributing, selling or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance; or any action that contributed to the possession of any illegal or controlled substance.

School Function (not in or on school property) - the incident occurred at a school-related function or activity that was not on school property such as field trips, dances, restaurant, etc.
Definitions

School Transportation - the incident occurred on any conveyance that is owned, leased, or contracted by a school to transport students to or from school or a school-related activity.

Severe Laceration - The victim received a severe cut or puncture wound from a cutting instrument or sharp object as a result of the incident.

Sharp Object - An object such as a broken bottle, glass, etc.

Shot, not Killed - The victim received a gun shot wound as a result of injuries sustained during the incident, but did not die as a result of the injury.

Shotgun - A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed shotgun shell to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

Some Other Race - Includes people who do not fall into one of the other five race categories. Includes Mexican, Puerto Rican, Cuban, South African, Moroccan, or Belizean.

Steroids - Steroids or “Anabolic Steroids” means any drug or hormonal substance, chemically and pharmacologically related to testosterone (other than estrogens, progestins, and corticosteroids) that promotes muscle growth.

Stimulant - Also known as “Speed” or “Uppers”. A habit forming drug or agent that has a stimulate effect on the central nervous system. Examples include: Adipex, Fastine, and Ionamin (derivatives of Phentermine); Benzedrine, Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.

Suspension - Disciplinary action taken by school authorities which results in a student’s temporary removal from classes but the student usually remains in school.

Time of Incident: The time, rounded to the nearest hour, the incident occurred. If the time the incident occurred is unknown, select ‘Unknown’.

Unarmed - No Weapon - There was no weapon involved in the incident. The offender was not armed.

Unconsciousness - The victim was rendered unconscious as a result of injuries sustained during the incident.

Unknown Drug Type - In some instances, the drug type is not known at the time of the incident. Further laboratory analysis of the drug is needed to determine the type of drug involved. In this case, select ‘Unknown Drug Type’.

Unknown Injury - The type and extent of the injury to the victim was not known at the time of the incident.

Unknown Weapon - Use this category when there was a weapon involved, however, it is not certain what type of weapon was involved.

Unlawful Possession of a Weapon - Having or holding any type of weapon, dangerous object, object that can be
reasonably considered a weapon, or substance that could cause harm or irritation to another individual. Includes any device that contains combustible material.

**Unlawful Sale of a Weapon** - A person knowingly sells or gives a weapon to a person that is prohibited to possess or purchase such weapon. For example, the sale or giving of a firearm to a person under 18 years of age or person convicted of certain criminal offenses.

**Unlawful Use of a Weapon** - Attempts to use unlawfully against another, or carries or possesses with intent to use unlawfully against another, any dangerous or deadly weapon.

**Use of Drugs** - Using any narcotic, controlled substance, or any illegal substance, on school grounds, on school transportation, or at any school function, or coming to school or school activities after consumption.

**Victim was Other School Personnel** - The victim of the incident was employed by the school and is not considered to be a school administrator, teacher, or teacher’s aide.

**Victim was School Administrator** - The victim of the incident was employed by the school as the school administrator.

**Victim Was Teacher** - The victim of the incident was employed by the school as a teacher or teacher’s aide.

**Weapon** is defined as: A commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause bodily harm.

**Weapon Offenses** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices (bombs), or other deadly weapons.

**Weapon Types**: A “Weapon” is a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause bodily harm.

**White** - Refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.