

Days

Type a 1-3 digit number of the number of days for which the suspension action is in effect.

Action Date

Type the date on which the disciplinary action occurred or began. The format for the date is MMDDYY, where MM is the month, DD is the day of the week, and YY is last two digits of the year. The date must be an attendance day in the school/county calendar.

Action

An action code is a code that identifies the disciplinary action taken for a specific offense. For example, action code ISS can identify an in-school suspension.

Type a 1-3 character code that describes the specified action taken. Press F4 for an index of action codes.

Teacher

Enter the teacher Id or short name of the person reporting the offense. Press F4 for an index of teacher Ids.

Admin

Enter the Id or short name of the person reporting or handling the offense. Press F4 for an index of teacher Ids.

SCH

Type a 1-3 character code that identifies the school at which the offense took place.

DIS

Type a 1-3 character code that identifies the district in which the specified school is located.

When the ENTER key is pressed the program displays the Notes screen, to enter notes, if Y was entered in the field.

When the ENTER key is pressed and N was entered in the note field the program moves the data to the body of the screen and allows the entry of additional information.

If the offense code is WD1, WF1, WF2, WF3 or WK1 the program displays the screens to report weapons violations when the ENTER key is pressed.

Dangerous Weapons Report

Complete each field on the page and press the PAGE DOWN to go to the next page.

If OTHER is the answer to any question please complete the comment field to explain the answer.

Person Reporting Incident: _____

Deadly Weapon Type: _____
(1=Blackjack,2=Gravity Knife,3=Knife,4=Switchblade,5=Nunchuka,)
6=Metallic or false knuckles,7=Pistol/Revolver,
8=Shotgun/Rifle,9=Other Weapon)

Loaded/Unloaded: _____
(1=Loaded,2=Unloaded,3=Unknown)

Concealed Weapon: (Y/N) _____

Location of Violation: _____
(1=School Bus,2=School Building,3=School Grounds,
4=School Activity,5=Other)

Further Location (if Location=4): _____
(1=Assembly,2=Ballgame,3=Dance,4=Other)

Police Report Filed: (1=Yes,2=No,3=Unknown) _____

[\(More Pages\)](#)

Source of Weapon: [OTHER](#) _____
(1=Brought from home,2=Given by another student,3=Given by adult,
4=Bought from another student,5=Bought from adult,6=Stolen,
7=Unknown,8=Other)

Intent/How Used: _____
(1=Display to friends,2=Intimidation and/or threat,
3=Shot at person,4=Shot at property,5=Other)

Students Involved: _____
(1=One,2=Two,3=Three,4=Four,5=Five or more,6=None,7=Unknown)

Witnesses: _____
(1=One,2=Two,3=Three,4=Four,5=Five or more,6=Other)

Previous Weapon Violations: [OTHER](#) _____
(1=One,2=Two,3=Three,4=Four,5=Five or more,6=None,7=Unknown)

Participation In Gang: (1=Yes,2=No,3=Unknown) _____

Safe School Based Programs: _____
(1=Student Assistance Program,
2=Conflict/Resolution/Peer,
3=Responsible Students Program,
4=Drug Free Schools Program,
5=Weapons Safety,6=Save Clubs,
7=HIP/Cultural Awareness Program,
8=Other,9=More Than One,10=None)

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Students Injured:          █
    (1=One,2=Two,3=Three,4=Four,5=Five or more,6=None)
Staff/Employees Injured:  -
    (1=One,2=Two,3=Three,4=Four,5=Five or more,6=None)
Student Suspended:        _____ (# Days)
Student Expelled:         _____ (# Days)
Person Submitting:        _____
Phone:                    _____
Date:                     _____
Email Report To:          _____
Alternate Ed:              _____

(Press Enter To Update)
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On the last screen enter the e-mail address of anyone who should receive a copy of the report. Press ENTER to submit.

Discipline Codes - Action Codes

Axx	Use "A" as the first character followed by any two digits (x = any number 0-9). EXCEPTION: The following codes must be setup and used:
AS1	Placement of special education student in interim alternative setting by school personnel
AS2	Placement of special education student in interim alternative setting by State Hearing Officer
ESM	Expulsion for remainder of the semester
EXC	Exclusion from classroom
EXP	Expulsion
EYR	Expulsion for remainder of the year
E12	Expulsion for 12 calendar months
ISS	In-school suspension
OSS	Out-of-school suspension

Discipline Codes - Offense Codes

Due to requirements of the federal *No Child Left Behind Act* and West Virginia Board of Education Policy 4373 *Student Code of Conduct* state-defined discipline offense codes were adopted in July 2002 and revised in July 2007. The offense codes that are printed in **bold letters** will be taken from the discipline module in WVEIS to generate federal and state-mandated reports.

“Persistently Dangerous Violations” codes are located at the end of the list.

EXCEPTION: For offense types printed in **bold letters**, use the three-character state-defined code. It is permissible to use other offense codes in these three categories.

(*) Changed or added codes (Updated July 2007)

B Disrespectful/Inappropriate Conduct

***BDT** Disobeying a school staff member in a defiant manner

A student will not display open, bold resistance to authority.

BPE Profane language/obscene gestures/indecent acts directed toward a school employee

A student will not use profane language directed toward a school employee. Using profane language may include, but is not limited to: verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school employee.

BPS Profane language/obscene gestures/indecent acts directed toward a student

A student will not use profane language directed toward another student. Using profane language may include, but is not limited to: verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

B01 Display of affectionate behavior

Students will not engage in an inappropriate display of affection, such as kissing, or embraces of an intimate nature.

***B02** Disrespectful behavior

A student will not engage in a behavior that is discourteous, impolite, bad-mannered, and/or rude.

***B03** Derogatory behavior in relation to race, sex, religion and/or ethnicity

A student will not, by any means, direct profanity, insulting remarks, or obscene gestures toward another student that causes embarrassment, discomfort, or reluctance to participate in school activities.

B04 Antisocial conduct

A student will not engage in behavior that violates accepted norms.

C Aggressive Conduct

CHB Harassment/Intimidation or Bullying Behaviors

A student will not bully/intimidate/harass another student. "Harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal, or physical act or threat that:

(a) a reasonable person under the circumstances should know will have the effect of:

- (1) harming a student
- (2) damaging a student's property
- (3) placing a student in reasonable fear of harm to his or her person
- (4) placing a student in reasonable fear of damage to his or her property

or

(b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student (W.Va. Code §18-2C-2).

CHR Harassment-race/religious/ethnic/sexual

RACIAL HARASSMENT consists of physical, verbal or written conduct relating to a person's race and includes, but is not limited to:

1. use of demeaning language with racial connotations
2. use of language or gestures which imply inferiority of a race
3. gestures or words that are disrespectful to a race or individual (jokes included)
4. intolerance of cultural differences.

RELIGIOUS/ETHNIC/NATIONAL ORIGIN HARASSMENT consists of physical, verbal or written conduct which is related to an individual's religion, ethnic background or national origin and includes, but is not limited to:

1. use of demeaning language with religious, ethnic or national origin connotations
2. use of language or gestures which imply inferiority or a religious, ethnic or national origin group
3. gestures or words that are disrespectful to a religion, ethnic or national origin group or individual (jokes included).

SEXUAL HARASSMENT consists of unwelcome sexual advances, requests for sexual favor, sexually motivated physical contact and other inappropriate verbal or physical conduct or communication of a sexual nature when made by any student to another student or staff member and may include, but is not limited to the following:

1. unwelcome verbal harassment or abuse in matters pertaining to sexuality
2. unwelcome pressure for sexual activity
3. unwelcome touching, patting, physical contact
4. unwelcome sexual behavior or words with demeaning implications or gestures
5. unwelcome demands for sexual favor accompanied by promises (implied or overt) of preferential treatment
6. unwelcome behavior, verbal or written words or symbols directed at an individual because of gender
7. the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of educational benefits, climate or opportunities.

CHZ Hazing

A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which: a) recklessly or intentionally endangers the mental or physical health or safety of another person or persons; or b) causes another person or persons to destroy, damage, or remove public or private property, for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization or activity (whether curricular, co-curricular, or extra-curricular) affiliated with any public school.

CP1 Physical Fight

A student will not participate in a physical altercation with another person while under the authority of school personnel.

CP2 Assault against school employee (verbal)

A student will not commit any verbal act which places a school employee in reasonable apprehension or fear of immediate injury.

CP3 Battery against school employee – **Persistently Dangerous Violation**

A student will not unlawfully and intentionally make physical contact of an insulting, provoking, or injurious nature with the person of a school employee.

C01 Assault against student (verbal)

A student will not commit any verbal act which places another student in reasonable apprehension or fear of immediate injury.

- C02** Battery against student (physical)
A student will not unlawfully and intentionally make physical contact of an insulting, provoking, or injurious nature against another student.
- *C03** Repetitive disruptive behavior/disorderly conduct
Acts committed by a student or students that 1) disrupt any of the basic processes of education such as classroom work, instruction, orderly movement/travel from class to class or activity to activity; 2) a reasonable person could have anticipated would have disrupted one or more of these basic processes of education; 3) by talking, making noises, throwing objects, etc., would distract another student or students from participating in the basic processes of education; and/or 4) cause disruptions to the normal flow of the educational processes within the school environment.
- C04** Inciting behavior that causes disruption
A student will not create any disturbance or disorder that leads to a disruption.
- *C05** Stalking
A student will not follow or pursue or prey on an employee or another student, in any manner, causing them to be in reasonable fear of harm to his or her person.
- *C06** Threat of injury
A student will not threaten to injure another student, a teacher, administrator or other school personnel.

F Failure to Obey Rules/Authority

- FMV** Improper or negligent operation of a motor vehicle
A student will not intentionally or recklessly operate a motor vehicle on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health, or welfare of others.
- FRH** Violation of school rules or policies
A student will not intentionally violate any rule or policy established by the school.
- F01** Disobeying class rules
A student will not intentionally violate class rules or classroom management plans.
- *F02** Insubordinate
A student will not ignore or refuse to comply with directions or instructions given by school authorities.

- F03** Vehicle parking violations
A student will not engage in improper parking of a motor vehicle on school property.
- *F04** Inappropriate wearing apparel
A student will not dress or groom in a manner that disrupts the educational process, violates the school dress code, or is detrimental to the health, safety or welfare of others.
- F05** Loitering
A student will not remain or linger on school property without a legitimate purpose and/or proper authority.
- *F06** Technology abuse
Technology will be used for valid educational purposes only, and students will not violate the terms of West Virginia Board of Education Policy 2460, WV Code 126CSR41 (Safety and Acceptable Use of the Internet by Students and Educators).
- F07** Possession of inappropriate personal property
A student will not possess personal property that is prohibited by school rules or that is disruptive to the educational process.
- *F08** Trespassing
A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.
- F09** Cheating
A student will not, in any manner, plagiarize, copy, gain unauthorized access to, or tamper with educational materials.
- *F10** Habitual Violation of School Rules or Policies
A student will not establish a pattern of policy violations.

G Gang Activities

- *GAW** Gang Apparel
A student will not wear/display belongings that intentionally identify students as members of or supportive of a gang.
- *GAU** Gang Communication
A student will not use words/gestures/symbols that intentionally identifies students as members of or supportive of a gang

GAG Gang Assembly

A student will not participate in a gathering of 2 or more persons for purposes of engaging in activities or discussions promoting gangs

GAR Gang Recruitment

A student will not recruit student(s) for gangs

L **Legal Concerns**

LDP Defacing school property/Vandalism

To spoil or mar the surface or appearance of; disfigure to impair the usefulness or value; writing or carving in textbooks, library books, desks, walls; intentionally clogging the plumbing system; breaking light bulbs; spray painting surfaces; damaging school equipment; etc.

LTM Theft \$100 to \$999

Theft or possession of stolen property valued at between \$100 and \$999

L01 Theft up to \$100

Theft or possession of stolen property valued under \$100

L02 Gambling

A student will not engage in any game of chance wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official functions.

L03 Forgery

A student will not sign another person's name for purpose of defrauding.

L04 Falsifying school documents

A student will not falsify any school documents such as passes, notes, grade reports, transcripts, health records, etc.

***L05** Falsely Setting off fire alarm

A student will not intentionally set off a fire alarm when not warranted.

L06 Fraud

A student will not give false or misleading information to obtain anything of value.

L07 False Identification

A student will not use another person's identification or give false identification with intent to deceive or obtain money, property or admittance.

L08 Falsely Reporting Violations

Intentionally providing false information when making a report of a student code of conduct violation

M Medication/Over The Counter (OTC)/Prescription/Controlled Substances

MD1 Improper unauthorized use of an OTC/prescription medication

The ingestion, injection, absorption or inhalation of a nonprescription or a prescription drug in any amount other than the recommended administration

MD2 Improper unauthorized possession of an OTC/prescription medication

The presence of nonprescription or prescribed drugs on a student in any amount intended for use by another person or student as well as in any item under the general control or responsibility of the student (i.e., locker, automobile, etc.).

MD3 Sale of an OTC/prescription medication

The exchange of goods, services or monetary gain for a nonprescription or prescription drug in any amount

MD4 Distribution of an OTC/prescription medication

The giving, transfer, delivery, trade or exchange in any manner of an OTC/prescription medication.

S Illegal Drugs, Tobacco, Alcohol

SA1 Possession of alcoholic beverages

The presence of any intoxicating liquid that contains alcohol on a student in any amount or in any item belonging under the general control of the student (i.e., locker, automobile, etc.).

SA2 Use of alcoholic beverages

The ingestion, injection, absorption or inhalation of any intoxicating liquid that contains alcohol in any amount

***SD1** Possession of illegal drugs/substances

The presence of any illegal drug and/or substance on a student in any amount or in any item belonging to or under general control or responsibility of the student (i.e., locker, automobile, etc.)

***SD2** Use of illegal drugs/substances

The ingestion, injection, absorption or inhalation of any illegal drug/substance in any amount

- *SD3** Distribution of illegal drugs/substances
The giving, transfer, delivery, trade or exchange in any manner of any illegal drug and/or substance
- *SD4** Sale of illegal drugs/substances
The exchange of goods, services or monetary gain for an illegal drug and/or substance
- *SD5** Possession of imitation drugs
The presence of any drug and/or substance in any amount which is on a student or in any item belonging to or under the general control of the student (i.e., locker, automobile, etc.) which appears to have a likeness or resemblance to an illegal drug/substance
- *SD6** Use of imitation drugs
The ingestion, injection, absorption or inhalation of substance which appears to have a likeness or resemblance to an illegal drug
- SD7** Distribution of imitation drugs
The giving, transfer, delivery, trade or exchange in any manner of any drug and/or substance which appears to have a likeness or resemblance to an illegal drug/substance.
- SD8** Sale of imitation drugs
The exchange of goods, services or monetary gain for a substance which appears to have a likeness or resemblance to an illegal or controlled drug
- *SD9** Use of chemical substances
The ingestion, injection, absorption or inhalation of any chemical substance in order to produce intoxicating effects
- SN1** **Sale of a narcotic drug – Persistently Dangerous Violation**
Exchange of money or services for any drug, synthetic or naturally occurring with effects similar to those of opium and opium derivatives, capable of inducing a stuporous state
- ST1** Possession of tobacco products
The presence of any substance that contains tobacco in any form or in any item belonging under the general control or responsibility of the student (i.e., locker, automobile, etc.) (W.Va Code §16-9a-3)
- *ST2** Use of tobacco products
The ingestion, injection, absorption or inhalation of any substance that contains tobacco in any amount (W.Va Code §16-9a-3)

T Tardiness and Truancy

- T01** Tardiness
Failure to be in his/her place of instruction at the assigned time unless presenting a valid excuse
- T02** Skipping class
Failure to attend his/her place of instruction during a class period or multiple class periods unless presenting a valid excuse
- *T03** Skipping school
Failure to attend school after leaving one's residence without parental/guardian knowledge
- T04** Leaving school grounds without permission
A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

V Violation of Detention/Suspension/Expulsion

- V01** Not completing detention
The student did not serve the full amount of assigned time in detention (in-school, after-school, or Saturday) by leaving early, arriving late, or missing a period of time during the detention.
- *V02** Failure to attend detention
The student did not report to an assigned detention.
- V03** Violation of suspension
The student broke a condition of the suspension notice or period such as returning to school during the period of exclusion or failed to complete the required period of exclusion that was assigned.
- V04** Violation of expulsion
The student broke a condition as set forth in the county's Board of Education Expulsion Decision/Determination.

Other Violations

O Other violations

- OV1** Possession of imitation weapons
The presence of an object that gives the appearance of any type of weapon. This may include, but is not limited to, toy guns, toy knife, cap guns, bb guns and pellet guns.

***OK1 Possession of knife or knife-like implement under three and one-half inches (3 ½")**

A student is in possession of a knife or knife-like implement under three and one-half inches (3 ½")

Persistently Dangerous Violations

CP3 Battery against school employee

A student unlawfully and intentionally makes physical contact of an insulting, provoking, or injurious nature with the person of a school employee.

SN1 Sale of a narcotic drug

Exchange of money or services for any drug, synthetic or naturally occurring with effects similar to those of opium and opium derivatives, capable of inducing a stuporous state

W Weapons

WD1 Possession and/or use of dangerous weapons other than firearm or knife/knife-like implement

A "dangerous weapon" means a device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, nunchuka, or metallic or false knuckles. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs with the intent to harm another.

WF1 Possession and/or use of handguns

Possession and/or use of a hand held firearm.

WF2 Possession and/or use of rifles/shotguns

Possession and/or use of a firearm fired from the shoulder.

WF3 Possession and/or use of other firearms

Possession and/or use of firearms other than handguns, rifles, or shotguns (Note: This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)

- 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:

- (a) any explosive, incendiary, or poison gas
 - 1) Bomb
 - 2) Grenade
 - 3) Rocket having a propellant charge of more than four ounces
 - 4) Missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce,
 - 5) Mine, or
 - 6) Similar device
- (b) 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
- (c) any combination of 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.

WK1 Possession and/or use of knives or knife-like implement

An instrument intended to be used or readily adaptable to be used as a weapon, consisting of a sharp-edged or sharp-pointed blade, usually made of steel, attached to a handle which is capable of inflicting cutting, stabbing or tearing wounds. Any blade over three and one-half inches in length or any blade under three and one-half inches in length that is knowingly used or intended to be used to produce serious bodily injury or death (§61-7-2).

X Felony

XF1 Felony

Commitment of an act or engaged in conduct considered more serious than a misdemeanor and punishable by a more stringent sentence under the laws of this state if committed by an adult.

XBT Bomb Threat

XF2 Serious Bodily Injury

Inflicting bodily injury on another person that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty