INSTRUCTIONS AND CODES TO COMPLETE FORM PDE-360 (rev.9/02)

Make additional copies of the form as needed. Complete a line for each offender involved in each incident. For schools with zero incidents write "none" on the first line of the report. Use the codes listed below for the 16 data elements. All elements must have a response for each offender. An incident may have one or more offenders involved. The signature of the Superintendent, I.U. Executive Director, or AVTS Director with the date and the name and phone number of the person completing the form must be on the first page or cover letter which transmits the reports. Provide page numbers in the format given.

(1) - Sequence Number - Number each line in sequence starting with "01" (The first line on the second page will start, therefore, with "13".)

(2) - Incident Number - Create a unique number for each incident. Limit the incident number to 7 numeric characters.

(3) - Offender Number - Create a unique number for each offender. Do not use any identifying numbers -- for example, do not use SSN or other standard identification numbers. Limit the offender number to 10 numeric characters.

(4) - Offender's Status

S	Student	P	Parent
SP	Student with IEP	A	Adult Visitor/Intruder
OS	Student from another school	DE	District Employee
		OT	Other or Unknown

(5) - School Grade - Grade number of student at time of incident (K, 1 - 12). UG =Ungraded Other or unknown offenders should be coded OT

(6) - Age of Offender - Age of offender if student at time of incident. Other or unknown offenders should be coded OT

(7) - Type of Misconduct - (enter all that apply- see codes at right)

(8) - Type of Weapon Involved

H	Handgun	EX	Explosive (bomb, missile, etc.)
R	Rifle/Shotgun	CI	Cutting Instrument, (razor, box cutter, etc)
OF	Other Firearm (starter gun, etc.)	OT	Other (specify on form)
B	BB/Pellet Gun	N	None
K	Knife		

(9) - Notified LLE? - Was local law enforcement notified? Y=yes N=no

(10) - Arrest – Y=yes N=no

(11) Adjudication (enter one code-status as of reporting)

N	None	P	Probation
AD	Adjudicated Delinquent	CI	Citation
CO	Convicted as adult	FI	Fines

(12) - Sanction (enter one code)

DT	Detention	EX1	Expulsion-less than onecalendar year
IS	In School Suspension	EX2	Expulsion-one calendar year
OS	Out of School Suspension	EX3	Expulsion-more than one calendar year
N	None	OT	Other (specify on form)

(13)- Alternative education placement? Y=yes N=no

(14)-Incident context (answer all that apply)

(a) drug related
(b) alcohol related
(c) tobacco related
(d) gang related
(e) hate crime related
(f) domestic violence

(15) - Remedial Programs (enter all that apply)

PSY	Psychological Evaluation		
HB	Homebound Instruction	CR	Conflict resolution
SAR	Student Assistance Referral	ANG	Anger Management
DA	Drug/Alcohol Counseling	N	None
G	Guidance Counseling	OT	Other (specify on form)

(16) - Type of Parental Involvement (enter all that apply)

WN	Written notification	FC	Family Counseling
TC	Telephone conference	LI	Law Enforcement/Legal Involvement
SC	School Conference	OT	Other (specify on form)
N	None		

(7) Type of Misconduct

Against a Person
1 Assaults on student(s)
2 Assaults on school employee
3 Racial/Ethnic intimidation
4. All other forms of harassment/intimidation
5 Fighting
6 Homicide
7 Sexual offenses
8 Sexual harassment
9 Kidnapping/Interference with custody of child
10 Threatening school official/student
11 Reckless endangering
12 Robbery

Against Property
13 Burglary
14 Arson
15 Vandalism

Against Society
16 Rioting
17 Disorderly conduct
18 Bomb Threats
19 Terrorist Threats (excluding bomb threats)

Illegal Possession
20 Possession of firearm (specify in item 8)
21 Possession of knife (specify in item 8)
22 Possession of other weapon (specify in item 8)
23 Possession, use or under the of controlled substance
24 Sale/distribution of controlled substance
25 Sale, possession, use, transfer or under the influence of alcohol
26 Possession, use or sale of tobacco
27 Other (specify on form)