

# **Discipline Reporting**

## **School Conduct Reporting**

## **Suspension and Expulsion Reporting**

# **Data Entry Manual**

For

## **DELSIS**

(Delaware Student Information System)

(Revised: June 26, 2006)

### **I. School Conduct Reporting Regulatory Requirements**

Pursuant to 14 Del.C. § 4112, each school district and charter school is required to report school crimes to the Delaware Department of Education. In accordance with [Delaware Department of Education Regulation 601](#), school districts and charter schools must also report selected incidents of misconduct. This manual has been prepared as a resource for districts and charter schools and personnel for entering reportable School Conduct events through DELSIS.

#### **14 Del.C. § 4112**

*It is important to remember, that a school employee who has reliable information that would lead a reasonable person to believe that a crime has been committed shall immediately report the incident to the principal, who shall immediately make reasonable efforts to notify the parents of any juvenile victim and **shall immediately report the incident to the appropriate police agency. The report shall be made by telephone or in person immediately and shall be followed by a written report within 3 business days.***

*If the police agency determines that probable cause exists to believe that a crime has been committed, the administrator should ask which specific crime(s) and also the information necessary to complete the School Conduct Form; then the principal shall file a report to the superintendent. The superintendent shall file a report to the DOE within five (5) working days.*

**Shall immediately report the incident to the appropriate police agency when:**

*A student has been the victim of: (1) A violent felony; (2) an assault in the third degree; or (3) any sexual offense, as defined in § 761(d) of Title 11, as prohibited by Title 11, when the school employee has reliable information that would lead a reasonable person to believe that the crime has been committed by another school employee, regardless of whether the offense occurred on school property or at a school function. The school employee who has reliable information that would lead a reasonable person to believe that a crime has been committed shall immediately report the incident to the principal, who shall immediately make reasonable efforts to notify the parents of any juvenile victim and **shall immediately report the incident to the appropriate police agency. The report shall be made by telephone or in person immediately and shall be followed by a written report within 3 business days.** If the police agency determines that probable cause exists to believe that a crime has been committed, or if the principal later learns that a suspect has been arrested for the offense, then the principal must file a written report of the incident with the superintendent. Thereafter, the superintendent shall, within 5 days, file a written report of the incident with the Department of Education. 14 Del.C. §4112 c.*

**Delaware Department of Education Regulation 601**

In addition to those crimes required to be reported pursuant to statute, the superintendent of each school district and program administrator for each charter school and alternative school or consortia shall report those offenses on the School Conduct Form as DOE Offenses. It is the principal's determination that the incident of misconduct occurred. If good reason exists to believe that an incident of misconduct has been committed, then the principal shall file a report to the superintendent. The superintendent shall file a report to the DOE not later than five (5) working days following the incident.

**Bomb threats shall always be reported to the police and the DOE.**

**II. Suspension and Expulsion Reporting Regulatory Requirements**

**Safe and Drug-Free Schools and Communities Act**

The Elementary and Secondary Education Act (ESEA), as amended by the *No Child Left Behind Act* of 2001 (NCLB), requires a State Education Agency report annually on performance indicators identified for specific programs funded under the ESEA. Of these programs, the Safe and Drug-Free Schools and Communities Act (Title IV, Part A) requires information on suspensions and expulsions of students by school for specific offenses.

The Gun-Free Schools Act (GFSA), Part A, Subpart 3, under the ESEA, requires States to provide annual reports to the U.S. DOE Secretary of Education concerning offenses on school property involving firearms, and the mandatory expulsions resulting from those offenses.

### **Delaware Department of Education Regulation 608**

The Elementary and Secondary Education Act (ESEA) of 1965, as amended by the *No Child Left Behind Act* of 2001), requires that a State Education Agency establish a State Unsafe School Choice Option for Students in Persistently Dangerous Schools and for Students who have been Victims of a Violent Felony. Under Delaware’s Unsafe School Choice Option policy (as found in DOE Regulation 608), a “Persistently Dangerous School” is identified on the basis of reported “unsafe incidents” for which students have been suspended or expelled. In this regulation, “suspension” is defined as the external removal of a student from the general school population.

### **Delaware Department of Education Strategic Plan**

The DOE’s Strategic Plan is an instrument designed to provide a quality management focus for the Department so that its services can be delivered most efficiently and effectively. One of the long-term targets in this plan is to all provide all students with learning environments that are safe, healthy, drug free, and conducive to learning. Progress towards this target is measured by monitoring the disparity between the aggregate rate of students’ subgroups receiving suspensions and expulsions.

Questions regarding School Climate & Discipline programs may be directed to:

**Robin F. Case**

Director, CTE and School Climate Workgroup  
Department of Education  
Collette Education Center  
35 Commerce Way  
Dover, DE 19904  
Tel: (302)857-3320  
[rcase@doe.k12.de.us](mailto:rcase@doe.k12.de.us)

For technical issues with School Conduct data entry in DELSIS please contact:

**Melvin D’Souza**

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## **I. Logging on to DELSIS**

### **Step 1: Registration for DELSIS**

Before logging on to DELSIS for the first time, you will need to register for a **DDOE Single SignOn** ID and Password.

You may register by using the form in the Appendices section of this document (or at <https://login.doe.k12.de.us/DDOESSO/DELSISSORegistration.pdf>)

### **Step 2: Navigate to the DELSIS web site**

1. *Open your Internet browser (usually Internet Explorer or Netscape),*
2. *Go to the Delaware DOE Single SignOn webpage*  
*(<https://login.doe.k12.de.us/DDOESSO>),*
3. *Enter your Single SignOn ID and Password to log into DELSIS.*

## **II. School Conduct and Suspension & Expulsion Reporting data entry**

### **Step 1: Choosing a feature**

Once you have logged in to DELSIS, you should see the following screen:

#### **Features of DELSIS:**

- **[Search for a Student](#)**  
Look up a student by name, ID and location, and display enrollment information
- **[Request a New Student ID Number](#)**
- **[Update a Student Record for Current School Year](#)**  
This includes: (1)transfer a student to your school, (2)withdraw a student from your school, or (3) correct a student's name, birth date, or race.
- **[Pre-Registration for Next School Year](#)**  
Pre-register kindergarteners, Vo-Tech students and any others needing IDs for next school year.
- **[Listings and Summary Statistics](#)**  
Generate student lists or summary reports for various student groups
- **[DSTP Accommodation Update](#)**  
Review or update a student's DSTP accommodation values. **For DSTP Spring 2005 - (March, 2005) administration, updates may not be modified or added from the morning of 3/10/05 through 3/23/05, nor from 5/17/05 through 5/25/05. You may list accommodations at any time.**
- **[School Conduct & Suspension/Expulsion Reporting](#)**  
Submit/Update/Review School Conduct or Suspension/Expulsion data (DE Code 4112)
- **[Survey Data Submission](#)**  
Submit survey data, such as [Diploma Ordering Data](#), [LMS](#), and etc.
- **[DELSIS Code Tables](#)**  
Look up the definition of a particular code used in DELSIS

To enter School Conduct data click on the [“School Conduct & Suspension/Expulsion Reporting”](#) link. The following screen will appear:

### **Features of School Conduct and Suspension & Expulsion Reporting For SchoolYear 2006:**

Districts and schools must submit ALL School Conduct Incident Reports using this web page. Use of the paper form is encouraged for the purpose of gathering and organizing the required data and codes. Do not send paper forms to DOE unless specifically requested to do so.


**Pentamation users** should not use this method to report Delaware Code 4112 Incidents. Use Pentamation's Discipline Module.

Click [here](#) to download a Microsoft Excel (.xls) Offense Codes.

Click [here](#) to download a Microsoft Word (.doc) School Conduct form.

Click [here](#) to download a rich text format (.rtf) School Conduct form.

Click [here](#) to open a new browser window with detailed **INSTRUCTIONS** for filling out this form.

 Do not use the browser **BACK** button unless instructed to do so.

- [New Incident involving a Student Offender](#)  
Enter a NEW Incident
- [New Incident involving a Non-Student or Unknown Offender](#)  
Enter a NEW Incident
- [Follow up - Update an Incident, Offender, or Victim](#)  
Update an EXISTING Incident (Incident ID required)
- [List School Conduct Incidents](#)  
Create a list of all Incidents for a district/school by year  
Create a list of all Offenders for a district/school by year  
Create a list of all Incidents for a specific student  
Display the all the data from a specific Incident
- [List Conduct Reports that need DOE attention](#)

### **Step 2: Choosing a report type**

To enter a **New Incident** Report, depending on the type of offender(s) involved in the incident: *Click on the link **“New Incident involving a Student Offender”** or click on the link **“New Incident involving a Non-student or Unknown Offender”**.*

### **III. Entering a report for a student offender**

#### **Step 1: Locating an enrolled student in DELSIS**

If you clicked on “New Incident involving a Student Offender”, then you will next see the following screen:



The screenshot shows a search form titled "Search for a Student to Enter a Student Conduct Incident". The form includes the following fields and controls:

- ID:** A text input field.
- Last Name:** A dropdown menu with "is exactly" selected and a text input field.
- First Name:** A dropdown menu with "begins with" selected and a text input field.
- School Year:** A dropdown menu with "All years" selected.
- Birth Year:** A dropdown menu with "Recommended" selected.
- Search:** A button.
- Reset:** A button.

Before you can enter data about the conduct incident, you will need to search DELSIS for the student for whom you are filing an incident report.

You may locate an enrolled student in DELSIS several ways. The most common ways of searching the DELSIS student enrollment database are:

***Enter the student’s State Tracking ID in the “ID” field, and then click on the “Search” button.***

***OR***

***Enter the student’s last name and/or first name in the respective fields, and then click on the “Search” button.***

Please note: if you are uncertain about the spelling of a student’s name, you may enter two or three letters of the name and use the toggle buttons to change the search parameters (is exactly, begins with, or contains).

#### **Step 2: Selecting the correct student for data entry**

DELSIS will produce a list of students that match your search conditions.

*(For security reasons, student ID’s and names are blacked out in the sample page below. When you conduct a search, you will see both ID and Name information.)*

**Student Enrollment Records Found Using Your Search Condition**

Select	ID	Name	Birth	Sex	Race	DistrictCode	SchoolCode	Grade	SchoolYear	Status	EntryDate	ExitDate	SPE
<input type="radio"/>	████	████████████████	████	F	4	29	18	12	2001	Active	9/6/00		300
<input checked="" type="radio"/>	████	████████████████	████	F	4	34	418	01	2001	Active	8/30/00		
<input type="radio"/>	████	████████████████	████	F	5	32	246	02	2001	Active	8/30/00		0
<input type="radio"/>	████	████████████████	████	M	4	34	414	KN	2001	Active	8/28/00		



From this list of students, *select the student for whom you wish to enter School Conduct Report data by clicking on one of the radio buttons to the left of the student record.*

**Step 3: Choosing an action**

*Scroll down to the bottom of the page and you will see the following buttons:*



*Click on the, **“Create a Report”** button.*

Please note: If the student you were searching for did not appear on the list, you may use the “Revise Search” and “New Search” buttons at the bottom of the page to conduct another search.

**Step 4: Confirming student selection**

At the top of the data entry screen, you will see a gray box with the selected student’s enrollment and demographic information.

**Most current location for the selected student (fixed):**

ID: ████      Name: ██████████

Birth Date: ████      Gender:       Race:       School Year:

District:       School:       Grade:       Status:

*Please review the information in the gray box to ensure that you are entering data for the correct student in the correct school.*

## **Step 5: Entering School Conduct Incident Data**

Under the gray student information box, you will see a yellow data entry screen. It is very important that all data elements be completed on this screen.

Information related to the School Conduct **Incident** is entered first:

**This is a NEW Conduct Incident for a Student**

**Complete all applicable fields:**  
**(\* mandatory if not otherwise indicated)**

**Description of Incident:**

Reporting District: <input type="text" value="Mandatory"/>	Reporting School: <input type="text" value="Mandatory"/>
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Incident Date: * <input type="text" value="9/30/2004"/> mm/dd/yyyy	Time: * <input type="text"/> Format: HH:MM 24hr
Location: <input type="text" value="Mandatory"/>	Gang Related: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Sexual Orientation Related: <input type="radio"/> Yes <input checked="" type="radio"/> No

Brief Description of Incident: \*  max 255 characters

Victim Type: \*

1. *Using the drop-down arrow, choose the correct reporting district.*
2. *Using the drop-down arrow, choose the correct reporting school.*
3. *Using the mm/dd/yyyy format, enter the date on which the incident occurred. (Eg: mm/dd/yyyy format for September 30, 2004 = 09/04/2004)*
4. *Using the HH:MM 24 hour format, enter the time at which the incident occurred. (Eg: HH:MM 24 hour format for 3:15 PM = 15:15)*
5. *Using the drop-down arrow, choose the correct location where the incident occurred.*
6. *Indicate whether the incident was gang-related by clicking in the circle next to “Yes” or “No”.*
7. *Indicate whether the incident was Sexual Orientation-related by clicking in the circle next to “Yes” or “No”.*
8. *Provide a brief description of the incident in the space provided.*
9. *Using the drop-down arrow, select the Victim Type that best describes the victim (Eg: Teacher, Student, Bus staff).*

Next, information about the **offenses** is entered.

Offense Category #1:	Mandatory
Offense #1:	Mandatory
Offense Category #2:	Optional
Offense #2:	Optional
Offense Category #3:	Optional
Offense #3:	Optional

**10. For the first offense committed by the offender, select the Offense Category #1 and Offense Code #1 that captures the offense**

(Eg: C06 Weapons and C0609 Knife).

(See the School Conduct Report form on pages 19 & 20 for a list of Offense Categories and Offense Codes)

**Enter as many (maximum three) offenses as were committed by the offender in the course of this incident or event.**

Next, information about **Police and Parent Notification** is entered.

**Police Notification and Charges:**  
(Police are required to be notified for all C01 through C07 Category offenses)

Police Notified: <input type="radio"/> Yes <input checked="" type="radio"/> No	Police Dept: If Applicable
Police Complaint #: <input type="text"/>	Date Notified: <input type="text"/> mm/dd/yyyy
Response Date: <input type="text"/> mm/dd/yyyy	Officer's Name: <input type="text"/>
Police Action: Unknown	
Charges Filed: <input type="radio"/> Yes <input type="radio"/> No	Type Charge: <input type="radio"/> Felony <input type="radio"/> Misdemeanor <input type="radio"/> Not Applicable
Parents/Guardian Notified: <input type="radio"/> Yes <input checked="" type="radio"/> No	How Notified: Required, if notified
Parent/Guardian Name: <input type="text"/>	

**11. Indicate whether police were notified of this incident by clicking in the circle next to “Yes” or “No”.**

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**If police were contacted, follow instructions for #12 through #19.**

**Otherwise, skip to number 20**

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12. Use the drop-down arrow to indicate which police department was contacted. (If police were not contacted, do not alter this field.)
13. If provided, enter the police complaint number.
14. Use the mm/dd/yyyy format to indicate the date on which the police were contacted.
15. If applicable, use the mm/dd/yyyy format to indicate the date on which police responded to the incident.
16. Enter the responding officer's name.
17. Use the drop-down arrow to indicate the police action taken.
18. Indicate whether charges were filed by clicking in the circle next to "Yes" or "No".  
 Note: If charges were filed, Police Action cannot be "Unknown".
19. If charges were filed, indicate the type of charge (Felony or Misdemeanor) by clicking the appropriate circle.
20. Indicate whether the parents/guardians of the student offender have been notified about the incident by clicking in the circle next to "Yes" or "No".
21. If parents/guardians were notified, use the drop-down menu to select the method used to notify them.
22. Enter the First and Last Name of the Parent/Guardian notified.

### **Step 6: Entering Disciplinary Action: Suspension or Expulsion**

Next, information about Disciplinary Action is entered.

**Immediate Disposition:** More information may be submitted when you Update an Offender's record.  
**Durations are cumulative/consecutive. Enter the total number of days for each action.**

Disciplinary Action #1:  Actual Duration #1:  Whole Days

Disciplinary Action #2:  Actual Duration #2:  Whole Days

Alternative School Placement:  Yes  No

Offender Notes:

max 255 characters, as needed

1. Use the drop-down arrow to indicate the Disciplinary Action taken against the offender listed at the top of the screen. Up to two actions can be entered. If more than two actions were taken, such as reprimand or referral for counseling, these can be entered in the Offender Notes box.

2. *For each Disciplinary action enter the duration of the action (in days). For “Expulsion Pending” or “Suspension Pending”, the duration is “0”.*
3. *Indicate whether the student offender has been placed in an Alternative School by clicking in the circle next to “Yes” or “No”.*
4. *Additional details about the offender and the offenses committed may be entered in the Offender Notes box.*

### **Step 7: Entering Report Preparation/Submission information**

Next, enter information on **School Conduct Report preparation/submission**:

Prepared by:*	<input type="text"/>	Date Prepared:*	<input type="text" value="9/30/2004"/> mm/dd/yyyy
Phone:*	<input type="text"/>	Superintendent/designee:*	<input type="text"/>
			signifies approval
Follow up required:	<input type="radio"/> Yes <input checked="" type="radio"/> No	"Follow up" is a designation to help you remember which reports are incomplete and will need further information, as it becomes available. It appears in the listings you can request from the main menu. It must be "Yes" if any action is pending.	
<input type="button" value="Continue"/>		<input type="button" value="Clear Form"/>	

1. *Enter the name of the person who prepared the School Conduct Report.*
2. *Using the mm/dd/yyyy format, enter the date on which the School Conduct Report was prepared.*
3. *Enter phone number of the school where the School Conduct Report was completed.*
4. *Indicate the name of the Superintendent or Superintendent designee who reviewed this report and submitted it to the Delaware DOE.*
5. *Indicate whether follow-up on the incident is required by clicking in the circle next to “Yes” or “No”.*

Follow-up is required whenever there is some aspect of the incident or consequences to the offender that are not completely known or resolved at the time the report data are entered. **All pending data entries require follow up.** You may use the ‘Follow up - Update an Incident, Offender or Victim’ option on the main menu to complete your report at a later time.

Finally, once all data have been entered, **submit the report** to the Delaware Department of Education by clicking on the “**Continue**” button.  
Or, to delete this report, click on the “**Clear Form**” button.

## Step 8: Confirming Conduct Incident Data Entry

Once the School Conduct Report data have been entered and submitted, you will see a gray confirmation page with a yellow highlighted Incident ID number.

**You MUST choose a button at the bottom of this page TO SUBMIT this report to DOE.**  
**Please note the Incident ID for later reference.**

**Conduct data:**

**Incident ID:**

**District:**  **School:**

**Parents Notified:**  **How Notified:**

**Parent's Name:**

**Offender Notes:**

**Type Victim:**

**Offense Category 1:**  **Offense:**

**Offense Category 2:**  **Offense:**

**Offense Category 3:**  **Offense:**

**Incident Date:**  **Time:**

**Location:**

**Gang Related:**  **Sexually Oriented:**

**Incident Description:**

**Police Notified:**  **Police Dept.:**

**Notified Date:**  **Response Date:**

**Complaint #:**  **Officer's Name:**

**Police Action:**

**Charges Filed:**

**Type Charge:**

**Disciplinary Action 1:**  **Duration 1:**

**Disciplinary Action 2:**  **Duration 2:**

**Alternative Placement:**

**Prepared by:**  **Date Prepared:**

**Phone:**  **Superintendent/Designee:**

**Follow up required:**

- 1. Record the Incident ID number for future reference (or on the printed copy of the School Conduct Report form).**
- 2. Review the information in the gray box to ensure that the data are accurate.**

Once you have reviewed the data, use the buttons at the bottom of the page to edit/revise, confirm, or delete the data entry.

The screenshot shows a web interface with a purple link labeled "Revise data" at the top center. Below it are five green buttons with black text: "Submit, then add a student Offender", "Submit, then add a non-student Offender", "Submit, then add a student Victim", "Submit, then add a non-student Victim", and "Submit, then return to menu". At the bottom left is a green button labeled "Cancel Entry".

3. ***If there was another offender for this incident, click on either ‘Submit, then add a student Offender’ or ‘Submit, then add a non-student Offender’ as appropriate.***
4. ***If there were no other offenders for this incident, but there was a victim, click on either ‘Submit, then add a Student Victim’ or ‘Submit, then add a non-student Victim’ as appropriate.***

**\* If you chose to enter additional student offender data by clicking on the ‘Submit, then add a student Offender’ button, repeat Steps 1-6.**

**\* If you chose to enter non-student offender data by clicking on the ‘Submit, then add a non-student Offender’ button, skip to Section IV.**

**\* If you chose to enter student victim data by clicking on the ‘Submit, then add a student Victim’ button, Skip to Section V.**

**\* If you chose to enter non-student victim data by clicking on the ‘Submit, then add a non-student Victim’ button, Skip to Section VI.**

**\* If you have no more offender or victim data to enter, click on the ‘Submit, then return to menu’ button.  
You may exit or enter data for additional conduct incidents.**

**\* If you click on ‘Cancel Entry’, your input will be discarded and no changes will be made to the database. You will be returned to the Conduct Main Menu**

## IV. Entering a report for a non-student or unknown offender

If you clicked on “New Incident involving a Non-student or Unknown Offender” or “Confirm, then add a non-student Offender”, you will next see a yellow screen, similar to the student offender data entry screen. The only difference will be that you will enter non-student demographic data rather than student-related information.

**This is an additional Non-Student Offender**  
**For Incident: 4**

**Complete all applicable fields:**

(\* mandatory if not otherwise indicated)

**Type person:\***  (Select non-student type)

**Type Description:**  (e.g. mother, father, former student, etc.)

**First Name:\***  Enter UNKNOWN, if applicable

**Middle Name:**

**Last Name:\***  Enter UNKNOWN, if applicable

**Address:**

**City:**  **State:**  **Zip:**

**Phone:**

**Offender Notes:**

max 255 characters, as needed

**Victim Type:\***

**Offense and Charges:**

**Offense Category #1:**   
**Offense #1:**

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**Offense Category #2:**   
**Offense #2:**

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**Offense Category #3:**   
**Offense #3:**

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**Police Action:**

**Charges Filed:**  Yes  No  Felony  Misdemeanor  Not Applicable

**Follow up required:**  Yes  No

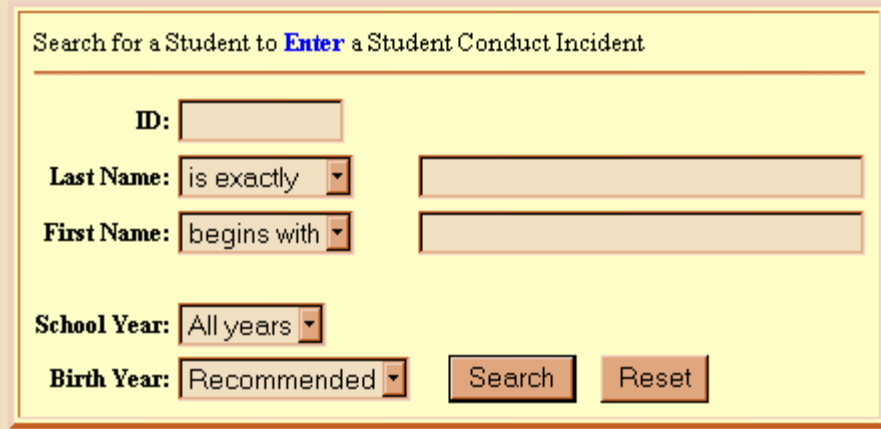
1. ***Use the drop-down arrow to choose the type of offender***
2. ***Provide a description of the type of offender*** (Eg: Grade 8 Math Teacher)
3. ***Indicate the offender's first name.*** (Enter "Unknown" when applicable.)
4. ***Indicate the offender's middle name.*** (You may leave this space blank when the middle name is unknown.)
5. ***Indicate the offender's last name.*** (Enter "Unknown" when applicable.)
6. ***Indicate the offender's address and phone number.*** (You may leave these spaces blank when the offender's address and/or phone number is unknown.)

***Please note:*** Since every incident must have at least one offender, if the offender is unknown, then the First Name and Last Name fields **must** say 'Unknown'. You may change this information at a later time. If the unknown offender is later determined to be a student, then update the incident with a student offender and then call Melvin D'Souza at DOE (302-739-4681) with the Incident ID so the unknown entry can be deleted from the database.

**\*Complete the remainder of data entry following the directions in Step 5 and Step 6 of Section III above.**

## V. Entering a report for a Student Victim

If you clicked on “Confirm, then add a student Victim”, this will bring up the student search screen:



Search for a Student to **Enter** a Student Conduct Incident

ID:

Last Name:

First Name:

School Year:

Birth Year:

1. *Enter the student victim’s ID number or last and first names, then click on ‘Search’.*

Student Enrollment Records Found Using Your Search Condition

Select	ID	Name	Birth	Sex	Race	DistrictCode	SchoolCode	Grade	SchoolYear	Status	EntryDate	ExitDate	SPF
<input type="radio"/>	████	████████████████	████	F	4	29	18	12	2001	Active	9/6/00		300
<input type="radio"/>	████	████████████████	████	F	4	34	418	01	2001	Active	8/30/00		
<input type="radio"/>	████	████████████████	████	F	5	32	246	02	2001	Active	8/30/00		0
<input type="radio"/>	████	████████████████	████	M	4	34	414	KN	2001	Active	8/28/00		

2. *Select the proper student from the list by clicking on a radio button and then the ‘Create Report’ button.*

Next you will see a gray confirmation box with the student victim’s enrollment information and a yellow data entry box:

**Most current location for the selected student (fixed):**

ID:  Name:

Birth Date:  Gender:  Race:  School Year:

District:  School:  Grade:  Status:

**Add a Student Victim to this Incident**  
For Incident: 4

**Student Information:**

Parents/Guardian Notified:  Yes  No

How Notified:

3. *Verify that the student information is correct.*
4. *Click to indicate whether the victim's parents were notified.*
5. *If parents/guardians were notified, use the drop-down menu to select the method used to notify them.*
6. *Click on the 'Continue' button.*
7. *At the next screen, review the information in the gray box to ensure that the data are accurate.*

**Conduct data:**

Incident ID:  Parents Notified:  How Notified:

[Revise data](#)

Once you have reviewed the data, use the buttons at the bottom of the page to edit/revise, confirm, or delete the data entry.

## VI. Entering a report for a Non-Student Victim

If you clicked on “Submit, then add a non-student Victim”, next you will see the following screen:

**Add a Non-Student Victim to this Incident**  
For Incident: 265

**Complete all applicable fields:**

(+ mandatory if not otherwise indicated)

(Select non-student type)

Type:\*

Type Description:  (e.g. mother, father, former student, etc.)

First Name:\*

Middle Name:

Last Name:\*

1. Use the drop-down box to select the type of victim.
2. Fill in the victim's first and last name.
3. Click the 'Continue' button.

**Please note:** Victim Type, First Name, and Last Name are required fields. Do not enter victim data if the victim is unknown or there is no victim. If the victim is identified at a later time, you may use the 'Follow up – Update an Incident, Offender or Victim' option on the main menu to update your report.

## VII. Updating a School Conduct Record

Use the **Follow up - Update an Incident, Offender, or Victim** link on the School Conduct Main Menu to update a School Conduct Record. The information required to pull up a record depends on the type of record. The **Incident ID** is required in all cases. Required fields in the top box are specified in **red brackets** after the description of each update type.

There are two actions: **Updating** an existing report and **Adding To** an existing report. If you have **additional information** on a reported incident or student that you entered previously, then fill in the fields in the top box as requested in red, and use the grey buttons in the Follow Up Updates to Existing Reports section.

If you are **adding** a new offender or victim to an existing incident, then fill in the fields in the top box as requested in red, and use the grey buttons in the Add to Existing Reports section.

<b>School Conduct Update Specifications</b>			
Complete the appropriate box as required by the desired option below. Updates can be made only to the current school year (7/1 to 6/30).			
<b>Incident ID:</b>	<input type="text"/>	<b>Student ID:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>

<b>School Conduct Update Procedure</b>
Determine the action you wish to take from the grey buttons <b>below</b> . Complete the required fields <b>above</b> as indicated by the red instructions for your action. Then, click on the grey button <b>below</b> that corresponds to your action.

<b>Follow Up Updates to Existing Reports</b>	
<input type="button" value="Incident"/>	Update an existing Incident (Enter Incident ID)
<input type="button" value="Student Offender"/>	Update an existing Student Offender (Enter an Incident ID & Student ID)
<input type="button" value="Student Victim"/>	Update an existing Student Victim (Enter an Incident ID & Student ID)
<input type="button" value="Non-Student Offender"/>	Update an existing Non-Student Offender (Enter an Incident ID, Last Name & First Name)
<input type="button" value="Non-Student Victim"/>	Update an existing Non-Student Victim (Enter an Incident ID, Last Name & First Name)

<b>Add to Existing Reports</b>	
<input type="button" value="Add Offender"/>	Add a Student Offender (Enter an Incident ID)
<input type="button" value="Add Victim"/>	Add a Student Victim (Enter an Incident ID)
<input type="button" value="Add Non-Student Offender"/>	Add a Non-Student Offender (Enter an Incident ID)
<input type="button" value="Add Non-Student Victim"/>	Add a Non-Student Victim (Enter an Incident ID)

## **APPENDICES**

A: School Conduct Report 2006-07

B. School Violations: DOE Offense Categories and Offense Codes

C. User Registration Form for DDOE Single SignOn Account

**Appendix A**

**School Conduct Report 2006-07**

Offenses required to be reported under Title 14, Delaware Code, §4112 and/or DOE policy. Enter all that apply.

\_\_\_ **C01 Violent Felony** (you **must** also select an offense code and indicate type of Victim)  
**Victim Type\*** \_\_\_\_\_

- |   |   |
|---|---|
| ___ C0101 0513 Conspiracy (to commit felony)          | ___ C0130 0782 Unlawful Imprisonment 1st                                |
| ___ C0102 0602 Aggravated Menacing (w/deadly weapon)  | ___ C0131 0783 Kidnapping 2nd   |
| ___ C0103 0604 Reckless Endangering I                 | ___ C0132 0783A Kidnapping 1st  |
| ___ C0104 0605 Abuse Pregnant Female 2nd              | ___ C0133 0802 Arson 2nd  |
| ___ C0105 0606 Abuse Pregnant Female 1st              | ___ C0134 0803 Arson 1st  |
| ___ C0106 0612 Assault 2nd                            | ___ C0135 0825 Burglary 2nd   |
| ___ C0107 0613 Assault 1st                            | ___ C0136 0826 Burglary 1st   |
| ___ C0108 0614 Assault Sport Offense Victim           | ___ C0137 0831 Robbery 2nd  |
| ___ C0109 0615 Assault by Abuse                       | ___ C0138 0832 Robbery 1st  |
| ___ C0110 0629 Vehicular Assault 1 <sup>st</sup>      | ___ C0139 0835 Carjacking 2nd   |
| ___ C0111 0630 Vehicular Homicide 2nd                 | ___ C0140 0836 Carjacking 1st   |
| ___ C0112 0630A Vehicular Homicide 1 <sup>st</sup>    | ___ C0141 0846 Extortion  |
| ___ C0113 0631 Criminally Negligent Homicide          | ___ C0142 1108 Sexual Exploitation of Child                             |
| ___ C0114 0632 Manslaughter                           | ___ C0143 1109 Unlawful Dealing in Child Pornography                    |
| ___ C0115 0633 Murder Abuse / Neglect 2nd             | ___ C0144 1112A Sexual Solicitation of a Child                          |
| ___ C0116 0634 Murder Abuse / Neglect 1 <sup>st</sup> | ___ C0145 1136 Abuse / Mistreatment / Neglect of a Patient              |
| ___ C0117 0635 Murder 2 <sup>nd</sup>                 | ___ C0146 1250 Assault 1st Law Enforcement Animal Victim                |
| ___ C0118 0636 Murder 1 <sup>st</sup>                 | ___ C0147 1253 Escape After Conviction                                  |
| ___ C0119 0645 Promoting Suicide                      | ___ C0148 1254 Assault in Detention Facility                            |
| ___ C0120 0768 Unlawful Sexual Contact 2nd            | ___ C0149 1256 Promoting Prison Contraband (Deadly weapon)              |
| ___ C0121 0769 Unlawful Sexual Contact 1st            | ___ C0150 1302 Riot   |
| ___ C0122 0770 Rape 4th                               | ___ C0151 1304 Hate Crime   |
| ___ C0123 0771 Rape 3 <sup>rd</sup>                   | ___ C0152 1312A Stalking  |
| ___ C0124 0772 Rape 2 <sup>nd</sup>                   | ___ C0153 1339 Adulteration causing Death / Injury                      |
| ___ C0125 0773 Rape 1 <sup>st</sup>                   | ___ C0154 1353 Promoting Prostitution 1st                               |
| ___ C0126 0776 Sexual Extortion                       | ___ C0155 1503 Racketeering   |
| ___ C0127 0777 Bestiality                             | ___ C0156 3533 Aggravated Act of Intimidation                           |
| ___ C0128 0778 Continuous Sexual Abuse of Child       | ___ C0157 3913 Abuse/Neglect/Exploitation/ Mistreatment of Infirm Adult |
| ___ C0129 0779 Dangerous Crime Against Child          |   |

\_\_\_ **C02 Assault III** (indicate type of Victim) **Victim Type\*** \_\_\_\_\_  
 \_\_\_ C0201 0611 Assault III

\_\_\_ **C03 Unlawful Sexual Contact III** (indicate type of Victim) **Victim Type\*** \_\_\_\_\_  
 \_\_\_ C0301 0767 Sexual Contact III

\_\_\_ **C04 Offensive Touching (Employee Victim)**  
 \_\_\_ C0401 0601 Offensive Touching

\_\_\_ **C05 Terroristic Threatening (Employee Victim)**  
 \_\_\_ C0501 0621 Terroristic Threatening

<b><u>*Victim Type</u></b>	
Student	Nurse
Parent/Guardian	Cafeteria Staff
Teacher	Custodial Staff
Substitute Teacher	Volunteer
Principal/Asst. Principal	Office Staff
Librarian	Discipline Staff
Aide/Paraprofessional	None
Counselor/Advisor	State
Bus Staff	

\_\_\_ **C06 Weapons Offenses** (you **must** also select an offense code)

- |           |   |           |   |
|-----------|---|-----------|---|
| ___ C0601 | 1442 Concealed Deadly Weapon - Handgun                                    | ___ C0613 | 1442 Brass Knuckles, Bat, or Club   |
| ___ C0602 | 1442 Concealed Deadly Weapon - Rifle, Shotgun                             | ___ C0614 | 1457 Pellet Gun (Possession Safe School & Rec. Zone)  |
| ___ C0603 | 1444 Possession Destructive Weapon  | ___ C0615 | 1457 Starter Gun (Possession Safe School & Rec. Zone)   |
| ___ C0604 | 1445 Unlawful Dealing with Dangerous Weapon                               | ___ C0616 | 1457 BB Gun (Possession Safe School & Rec. Zone)  |
| ___ C0605 | 1447 Possession of a Dangerous Weapon<br>During Commission of a Felony    | ___ C0617 | 1449 Wear Body Armor During Commission of a Felony  |
| ___ C0606 | 1447 Possession of a Firearm<br>During Commission of a Felony             | ___ C0618 | 1457 Handgun (Possession Safe School & Rec. Zone)   |
| ___ C0607 | 1455 Firearms Trans. on Behalf of Another                                 | ___ C0619 | 1457 Rifle, Shotgun (Possession Safe School & Rec. Zone)  |
| ___ C0608 | 1457 Knife (Possession Safe School & Rec. Zone)                           | ___ C0620 | 1457 Destructive Weapon<br>(Possession Safe School & Rec. Zone)   |
| ___ C0609 | 1442 Knife  | ___ C0621 | 1443 Dangerous Instrument   |
| ___ C0610 | 1457 Razor Blade/Box Cutter<br>(Possession Safe School & Rec. Zone)       | ___ C0622 | 1338 Explosives/Incendiary Device   |
| ___ C0611 | 1442 Razor Blade/Box Cutter   | ___ C0623 | 1453 Unlawfully Dealing with Martial Arts Throwing Star   |
| ___ C0612 | 1457 Brass Knuckles, Bat, or Club<br>(Possession Safe School & Rec. Zone) | ___ C0624 | 1457 Unlawfully Dealing with Martial Arts Throwing Star<br>(Possession Safe School & Rec. Zone)           |
|           |   | ___ C0625 | 1448 Possession and Purchase of Deadly Weapons by<br>Persons Prohibited                                   |
|           |   | ___ C0626 | 1457 Possession and Purchase of Deadly Weapons by<br>Persons Prohibited (Possession Safe Sch & Rec. Zone) |

\_\_\_ **C07 Prohibited Controlled Substances - Title 16** (you **must** also select an offense code)

- |           |   |           |   |
|-----------|---|-----------|---|
| ___ C0701 | T-16 Prescription Drug                                  | ___ C0708 | 4753A Trafficking in Marijuana, Cocaine, Illegal<br>Drugs, Metamphetamine, LSD, or Designer Drugs |
| ___ C0702 | T-16 Cocaine / Powder Substances                        | ___ C0709 | 4754A Non-controlled Prescription Drug  |
| ___ C0703 | T-16 Marijuana  | ___ C0710 | 4761 Distribution to Minors   |
| ___ C0704 | T-16 Look-Alike (Drugs)                                 | ___ C0711 | 4767 Controlled Substance within 1000' of School<br>Property                                      |
| ___ C0705 | 4751 Counterfeit Controlled Substance<br>Causing Death  | ___ C0712 | 4768 Controlled Substance within 300' of<br>a Park or Recreation Area                             |
| ___ C0706 | 4752 Counterfeit Controlled Substance                   | ___ C0713 | 4773 Delivery of Drug Paraphernalia to a Minor  |
| ___ C0707 | 4752A Unlawful Delivery of a<br>Noncontrolled Substance |           |   |

\_\_\_ **Department of Education (DOE) Offenses**

- |         |   |         |  |
|---------|---|---------|--|
| ___ D01 | Pornography: Possession and Production  | ___ D08 | Offensive touching (Student victim)      |
| ___ D02 | Bomb threats                            | ___ D09 | Terroristic Threatening (Student victim) |
| ___ D03 | Criminal mischief (vandalism)           | ___ D10 | Sexual Harrassment                       |
| ___ D04 | Tampering with public records           | ___ D11 | Fighting/Disorderly conduct              |
| ___ D05 | Alcohol, possession and use             | ___ D12 | Inhalants                                |
| ___ D06 | Felony theft offenses (\$1,000 or more) | ___ D13 | Drug Paraphenalia                        |
| ___ D07 | Bullying                                |         |  |

**Description of Incident:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location Code: \_\_\_\_\_ Gang Related: Yes No Sexual Orientation Related: Yes No  
Brief Description of Incident: \_\_\_\_\_

**Police Notification and Charges:**

Police Notified: Yes No Agency Code: \_\_\_\_\_ Complaint #: \_\_\_\_\_ Date of Notification: \_\_\_\_\_

Date of Response: \_\_\_\_\_ Officer's Name: \_\_\_\_\_ Police Action: Arrest/No Arrest/Summons/Exceptionally Cleared (circle one)

Charges Filed: Yes No Specific Charges Filed: \_\_\_\_\_ Parent Name \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Parent Notified: Yes No Parent Address: \_\_\_\_\_

**Student Offender(s):** If persons are **not** charged with the same offense(s) from the same incident, fill out separate report for each Offender. List student's age at the time of the incident. If there are additional Offenders, attach sheet with below information.

Student's Name: \_\_\_\_\_ STATE ID No: \_\_\_\_\_

Birth-date: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M F

**Disciplinary Action:** Suspension: Internal External Bus Pending (Follow-up Required) Number of Days: \_\_\_\_\_

Expulsion: Yes No Pending (Follow-up Required) Number of Days: \_\_\_\_\_

If Expelled, Alternative School Placement Yes No

Other Action (explain): \_\_\_\_\_

**FOR ADDITIONAL OFFENDER(S) or VICTIM(S) PLEASE ATTACH SEPARATE SHEET**

**Non-Student Offender(s):** If there are additional offenders, attach sheet with below information.

Name: \_\_\_\_\_ Offender Type: \_\_\_\_\_  
(Teacher, parent, volunteer, etc)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Victim Information:** If there are additional victims, attach sheet with below information.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M F

State ID No. (if student): \_\_\_\_\_ Parent Notified: Yes No

Victim Type (if non-student) \_\_\_\_\_  
(Teacher, parent, volunteer, bus staff, etc.)

**Follow-Up Information:**

Date of District Hearing: \_\_\_\_\_ Offenses Charged: \_\_\_\_\_

District Board Action: \_\_\_\_\_

Other: \_\_\_\_\_

**Filing Reports:** All reports should be filled electronically through PENTAMATION (If you are a PENTAMATION USER) or DELSIS (if you are not a PENTAMATION USER). If this is not possible, contact Melvin D'Souza at (302)857-3320 or by e-mail at [mdsouza@doe.k12.de.us](mailto:mdsouza@doe.k12.de.us) within 5 working days of the incident per Title 14, Delaware Code, §4112 & DOE Regulation 601. **Please retain hard copy.**

Name of Administrator Filing Report: \_\_\_\_\_ Name of Person Inputting Data If Other than Administrator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_ District Code \_\_\_\_\_ School Code \_\_\_\_\_ Follow-Up Required: Yes No

**Appendix B****School Violations: DOE Offense Categories and Offense Codes**

<b><u>Offense Category</u></b>	<b><u>Offense Category Description</u></b>	<b><u>Offense Code</u></b>	<b><u>Offense Code Description</u></b>
S001	Use Of Profanity	S0000	School Violation Code
S002	Unex. Absence/Truancy	S0021	Unex. Absence/Truancy
S002	Unex. Absence/Truancy	S0022	Failure to Sign In
S002	Unex. Absence/Truancy	S0023	Failure to Sign Out
S003	Tardiness	S0000	School Violation Code
S004	Skipping Class	S0000	School Violation Code
S005	Leaving without Permission	S0051	Leaving School Grounds without permission
S005	Leaving without Permission	S0052	Leaving Classroom without permission
S006	Tobacco	S0000	School Violation Code
S007	Loitering	S0000	School Violation Code
S008	Defiance of School Authority	S0000	School Violation Code
S009	Disruption of the Education Process	S0000	School Violation Code
S010	Inappropriate Behavior	S0101	Inappropriate Behavior
S010	Inappropriate Behavior	S0102	Safety Violation
S010	Inappropriate Behavior	S0103	Violation of Behavioral Contract
S010	Inappropriate Behavior	S0104	Disrespect towards a Staff Member
S010	Inappropriate Behavior	S0105	Disrespect towards a Student
S011	Inappropriate Behavior	S0106	Plan to Violate Code of Conduct
S011	Stealing	S0000	School Violation Code
S012	Unsafe Driving	S0121	School Violation Code
S012	Unsafe Driving	S0122	Parking Violation
S013	Unsafe Item	S0131	Unsafe Item
S013	Unsafe Item	S0132	Fireworks/Firecracker
S014	Academic Cheating	S0000	School Violation Code
S015	Fire Alarm Incident	S0000	School Violation Code
S016	Attorney Gen. Report	S0000	School Violation Code
S017	Bus Violations	S0000	School Violation Code
S018	Acceptable Use Policy Violation	S0000	School Violation Code
S019	Discipline Letter Not Returned	S0000	School Violation Code
S020	Failure To Perform Properly in In-School Suspension	S0000	School Violation Code
S021	Failure To Provide Identity When Requested	S0000	School Violation Code
S022	Failure To Report After-School Detention	S0000	School Violation Code
S023	Failure To Report For Disciplinary Action	S0000	School Violation Code
S024	Gambling - School Violation	S0000	School Violation Code
S025	Improper Use Of Free/Reduced Lunch Card	S0000	School Violation Code
S026	Saturday Detention Letter Not Returned	S0000	School Violation Code
S027	Trespassing - School Violation	S0000	School Violation Code
S028	Unprepared For Instruction	S0281	Unprepared for Phys. Ed.
S028	Unprepared For Instruction	S0282	Unprepared for Class
S029	Dress Code Violation	S0000	School Violation Code
S030	Abusive/Inappropriate language	S0000	School Violation Code
S031	Unauthorized use of Electronic Devices	S0311	Unauthorized use of Electronic Devices
S031	Unauthorized use of Electronic Devices	S0312	Cell Phone
S031	Unauthorized use of Electronic Devices	S0313	Pager
S031	Unauthorized use of Electronic Devices	S0314	Laser pointers
S032	Falsification	S0321	Falsification - Verbal
S032	Falsification	S0322	Falsification - Written
S033	Code of Conduct violation	S0331	On School Property
S033	Code of Conduct violation	S0332	Off School Property

Appendix C

**DDOE Single SignOn  
DELSIS  
User Registration Form**

This form is for the use of school and district personnel seeking access to **Delaware Student Information System (DELSIS)**. The DELSIS application was designed for school staff. Thus, access is available only to those with direct responsibility for Delaware public school students.

**Mail or FAX to:** Corey T. Downer  
Technology Management and Design, Department of Education  
401 Federal Street, Suite 2, Dover, DE 19901-3639  
State Mail: Department of Education , Townsend Building, Dover, D370B  
Phone: 302 739-4583; Fax: 302 739-4221

**ALL FIELDS REQUIRED – PLEASE PRINT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Position: \_\_\_\_\_  
Last First Middle Mr./Mrs./Dr.

District: \_\_\_\_\_ District Code: \_\_\_\_\_

School: \_\_\_\_\_ School Code: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_  
Street Phone: \_\_\_\_\_

City State Zip Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ (Must be a **WORK** address)  
(You will be notified by email with your access information.)

Please check the DELSIS modules you need to access.  
 Search  Report  Update  School Conduct  DSTP Accommodation  Survey Data

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I acknowledge that much of the information available via DELSIS is confidential and may not be made publicly available due to legal and privacy issues. I will not share my username/password nor will I delegate use of my username/password.

**Approvals** Authorization from a principal is required when someone from within a building requests access to that building's data. Authorization from the superintendent is required for all principals or when someone from a district is requesting district-wide or multi-building access.

Access Level	Authorization Signatures	
School-Level Access (Principal)	Signature: _____ Print Name: _____	Date
District-Level/Multi-School Access (Superintendent)	Signature: _____ Print Name: _____	Date
DDOE Authorization		Date