

OVERVIEW - SCHOOL INCIDENT REPORTING PARAMETERS

Reporting Criteria:

- An arrest is not required before an incident is reported.
- If the incident is handled administratively, it is still reported to the I-UCR Program.
- Certain offenses need not have occurred on school grounds or during scheduled school day hours, if the victim was performing duties associated with their position when the attack occurred. (i.e. school field trip, school sporting events)

Did the offense involve:

- administrative personnel
- teachers
- personnel employed by the school whose salary is paid by the school or district
- student

Was the victim acting in their official school capacity or the attack is motivated by prior actions taken by the victim while acting in an official capacity? NOTE:

Volunteers are not considered to be other school personnel

School Personnel Examples:

1. bus drivers
2. custodians
3. hall monitors
4. cafeteria workers
5. Resource Officers if school pays for 50% or more of their salary.

Rule Exception: a report is required when an attack occurs and the victim is not acting in an official capacity, **but** the attack is motivated by (prior) actions taken by the victim while acting in an official capacity. Examples:

- A student receives a failing grade that prevents the student from graduating. The student goes to the teacher's residence on a Saturday morning with a firearm threatening the teacher.
- A parent encounters their child's school band Director at the park. The Director recently announced first chair for each section and the parent believes their child was overlooked. An argument ensued, resulting in the parent battering the Director.

Was the offense one of the following:

- criminal homicide
- criminal sexual assault
- aggravated battery
- battery
- aggravated assault
- assault
- intimidation (as defined in 720 ILCS 5/12-6)
- aggravated intimidation
- educational intimidation
- Cannabis Control Act
- Controlled Substance Act

- Hypodermic Syringe
- Needle Act
- Drug Paraphernalia Act
- Methamphetamine Act
- Gun Offenses (Handgun, Long gun, Toy/Fake gun)

DRUG & FIREARM INCIDENTS

Did the incident occur **ON** school owned or leased property or any conveyance owned, leased, or used by the school for the transport of students?

Did the incident occur during:

- normal school hours, **OR**
- at a school-sanctioned activity, **OR**
- at school sanctioned activity if students involved remained at the school owned/leased property afterwards, **OR**
- within a reasonable time frame after school hours/after school sanctioned event (usually more than 2 hrs. afterward)

Drug and firearm incidents that occur in a vehicle on loan to the school **OR** when school personnel use their personnel vehicles for the purpose of transporting students to a school-sanctioned activity must be reported.

DRUGS

Was the drug offense in violation of one of the following:

- Cannabis Control Act
- Controlled Substance Act
- Hypodermic Syringe
- Needle Act
- Drug Paraphernalia Act
- Methamphetamine Act

FIREARMS

Firearms should be reported in one of three categories (NOTE: Firearms that are not in working condition must be reported in the appropriate Handgun or Long Gun category; however, incidents involving parts of firearms are not reported.):

- Handgun (semi-automatic, pistol)
- Long gun (shotgun/rifle, machine gun)
- Toy Fake gun (look-alike)

REPORTING ATTEMPTED OFFENSES

Attempted offenses are **NOT** collected in school incidents involving attacks against school personnel. In these cases, it is likely the attempted offense results in the occurrence of a lesser offense that must be reported (i.e. Attempted Aggravated Battery could be Aggravated Assault)