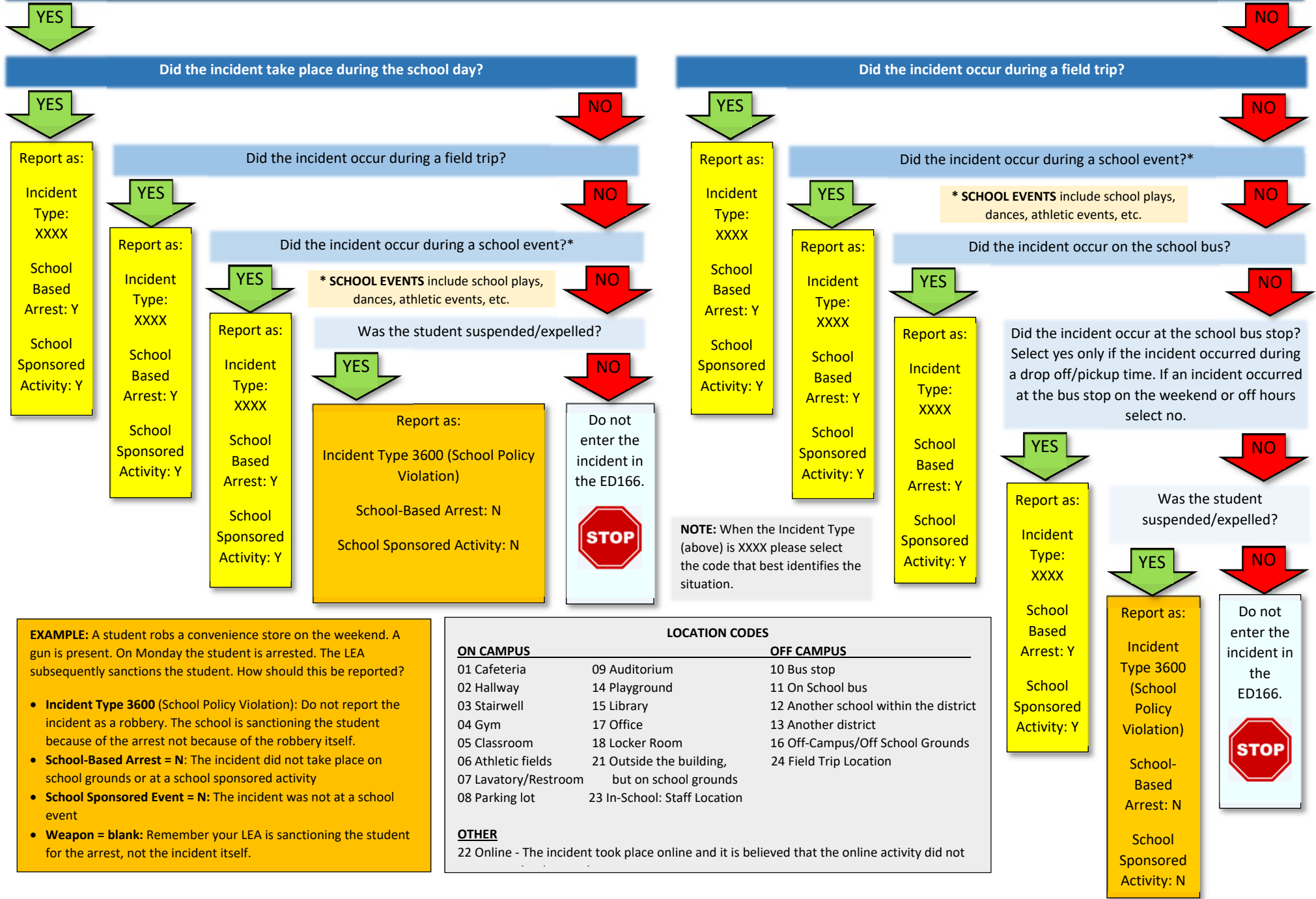# SCHOOL-BASED ARREST FLOW CHART

If a student is arrested use the flow chart below to determine ① if the arrest is school-based, and ② how to report the incident in the ED166.

Did the incident take place on campus? See Location Codes below for more information.

YES →

NO →

Did the incident take place during the school day?

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

NO

Did the incident occur during a field trip?

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

NO

Did the incident occur during a school event?*

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

* **SCHOOL EVENTS** include school plays, dances, athletic events, etc.

NO

Was the student suspended/expelled?

YES

Report as:

Incident Type 3600 (School Policy Violation)

School-Based Arrest: N

School Sponsored Activity: N

NO

Do not enter the incident in the ED166.

🛑 STOP

NOTE: When the Incident Type (above) is XXXX please select the code that best identifies the situation.

Did the incident occur during a field trip?

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

NO

Did the incident occur during a school event?*

* **SCHOOL EVENTS** include school plays, dances, athletic events, etc.

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

NO

Did the incident occur on the school bus?

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

NO

Did the incident occur at the school bus stop? Select yes only if the incident occurred during a drop off/pickup time. If an incident occurred at the bus stop on the weekend or off hours select no.

YES

Report as:

Incident Type: XXXX

School Based Arrest: Y

School Sponsored Activity: Y

NO

Was the student suspended/expelled?

YES

Report as:

Incident Type 3600 (School Policy Violation)

School-Based Arrest: N

School Sponsored Activity: N

NO

Do not enter the incident in the ED166.

🛑 STOP

EXAMPLE: A student robs a convenience store on the weekend. A gun is present. On Monday the student is arrested. The LEA subsequently sanctions the student. How should this be reported?

- **Incident Type 3600** (School Policy Violation): Do not report the incident as a robbery. The school is sanctioning the student because of the arrest not because of the robbery itself.
- **School-Based Arrest = N:** The incident did not take place on school grounds or at a school sponsored activity
- **School Sponsored Event = N:** The incident was not at a school event
- **Weapon = blank:** Remember your LEA is sanctioning the student for the arrest, not the incident itself.

LOCATION CODES

ON CAMPUS		OFF CAMPUS
01 Cafeteria	09 Auditorium	10 Bus stop
02 Hallway	14 Playground	11 On School bus
03 Stairwell	15 Library	12 Another school within the district
04 Gym	17 Office	13 Another district
05 Classroom	18 Locker Room	16 Off-Campus/Off School Grounds
06 Athletic fields	21 Outside the building,	24 Field Trip Location
07 Lavatory/Restroom	but on school grounds	
08 Parking lot	23 In-School: Staff Location	

OTHER

22 Online - The incident took place online and it is believed that the online activity did not