

Appendix A - List of Offense Codes

List of Offense Codes

For further discussion of offense codes and when they should be reported see: <https://nces.ed.gov/pubs2002/2002312.pdf>

Always Report – Incidents involving offenses with a “Y” in this column must always be reported regardless of the discipline or lack thereof that an offender receives. *All* incidents that involve a removal (suspensions, etc.) must be reported regardless of the value in this column.

Victim Count Required - Incidents involving offenses with a “Y” in this column must always report a victim count.

Description Required - Incidents involving offenses with a “Y” in this column must always report a brief description of the offense.

Physical Injury Indicator Required - Incidents involving offenses with a “Y” in this column must always report whether a physical injury occurred.

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
Alcohol (liquor law violations: possession, use, sale)						
1010	Sale of alcohol	Selling alcoholic beverages	Y			
1020	Distribution of alcohol	Distributing (i.e., giving away) alcoholic beverages.	Y			
1030	Drinking alcohol	Drinking alcoholic beverages	Y			
1040	Possession of alcohol	Having alcoholic beverages in one’s pocket(s), bag(s), locker, car, etc.	Y			
1050	Suspicion of alcohol use	Exhibiting behaviors that suggests that an individual consumed alcohol.	Y			
1097	Other alcohol	The incident cannot be coded in one of the above categories but did involve an alcohol violation.	Y		Y	
1100	Arson (Setting a Fire)	The unlawful or intentional damage, or attempt to damage, any school property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.	Y			

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
Attendance Policy Violation (Not Attending School or Classes as Required)						
1210	Forging absence excuse	Locally defined				
1220	Skipping class	Locally defined				
1230	Tardiness	Locally defined				
1240	Truancy	Locally defined				
1297	Other attendance policy violation	The incident above cannot be coded in one of the above categories but did involve an attendance policy violation.				
1300	Battery (Physical Attack/Harm)	Touching or striking another person against his/her will or intentionally causing bodily harm to an individual. Must have an offender and a victim.	Y	Y		Y
1400	Burglary/Breaking and Entering (Stealing Property/Unlawful Entry)	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	Y			
1500	Disorderly Conduct (Disruptive Behavior)	Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.				
Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)						
1610	Sale of illegal drug	Selling illegal drugs	Y			
1620	Sale of substance represented as an illegal drug	Selling a substance represented as an illegal drug (e.g., selling oregano represented as marijuana).	Y			
1630	Distribution of illegal drug	Distributing (i.e., giving away) illegal drugs.	Y			
1640	Distribution of substance represented as an illegal drug	Distributing (i.e., giving away) substance represented as an illegal drug.	Y			
1650	Use of illegal drug*	Smoking, snorting, injecting, ingesting, or otherwise using an illegal drug not mentioned above	Y		Y	
MA02	Marijuana use	Smoking or otherwise using marijuana	Y			
1660	Possession of illegal drug*	Having an illegal drug in one's pocket(s), bag(s), car, locker, etc.	Y		Y	

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
MA01	Marijuana possession	Having marijuana in one's pocket(s), bag(s), locker, car, etc.	Y			
MA03	Possession of illegal drugs with intent to sell	Possession of illegal drugs with intent to sell	Y			
1670	Possession of drug paraphernalia	Having equipment (e.g., bong) for use in consuming illegal drugs in one's pocket(s), bag(s), car, locker, etc.	Y			
1680	Suspicion of use	An instance where an individual's behavior suggests that he or she used illegal drugs.	Y			
1697	Other drug offense*	The incident cannot be coded in one of the above categories but did involve illegal drugs.	Y		Y	
1700	Fighting (Mutual Altercation)	Mutual participation in an offense involving physical violence. No victims, only offenders.	Y			Y
Harassment, Nonsexual (Physical, Verbal, or Psychological)						
1810	Bullying	The repeated use by one or more students (aggressors) of a written, verbal or electronic expression or a physical act or gesture of any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; (v) materially and substantially disrupts the education process of the orderly operation of a school. This includes cyber bullying.	Y	Y		Y
1820	Hazing	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.	Y	Y		Y
1897	Other nonsexual harassment	The incident cannot be coded in one of the above categories but did involve nonsexual harassment.	Y	Y	Y	

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
1900	Harassment, Sexual (Unwelcome Sexual Contact)	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct/communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment.	Y	Y		
2000	Homicide (Murder or Manslaughter)	Killing a human being	Y	Y		Y
Inappropriate Use of Medication (Prescription or over-the-counter)						
2110	Sale of medication	Selling prescription or over-the-counter medication.	Y			
2120	Distribution of medication	Distributing (i.e., giving away) prescription or over-the-counter medicine in violation of school rules.	Y			
2130	Use of medication in violation of school rules	Using prescription or over-the-counter medicine in violation of school rules.				
2140	Possession of medication in violation of school rules	Having prescription or over-the-counter medication in one's pocket(s), bag(s), car, locker, etc., in violation of school rules				
2150	Suspicion of use of medication in violation of school rules	An instance where an individual's behavior suggests that he or she used prescription or over-the-counter drugs in violation of school rules.				
2197	Other inappropriate use of medication	The incident cannot be coded in one of the above categories but did involve the use of prescription or over-the-counter medication in violation of school rules.			Y	
2200	Insubordination (Disobedience)	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.				
2300	Kidnapping (Abduction)	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking.	Y	Y		Y

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
Obscene Behavior						
2410	Displays of affection in violation of school policy	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.				
2420	Obscene written messages	Writing obscene messages on paper, on black boards, or elsewhere on school property (e.g., on bathroom wall).				
2430	Drawing obscene pictures	Creating illustrations of a sexually explicit or vulgar nature.				
2440	Obscene electronic communication	Posting obscene messages on Internet message boards, sending obscenities via Internet chat rooms/instant messaging, Twitter, cell phone text and downloading or emailing obscene material.				
2450	Obscene gestures	Gestures that are offensive, socially unacceptable, or otherwise not suitable for an educational setting.				
2460	Obscene language/profanity	Suggestive, explicit, or vulgar language, cursing, or abusive language.				
2497	Other obscene behavior	The incident cannot be coded in one of the above categories but did involve obscene behavior.				
2500	Physical Altercation, Minor (Pushing, Shoving)	Confrontation, tussle, or physical aggression that does not result in injury.				
2600	Robbery (Taking of Things by Force)	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery.	Y	Y		Y
School Threat (Threat of Destruction or Harm)						
2710	Bomb threat	Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device.	Y			

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
2720	Fire alarm	Verbally or otherwise (e.g., ringing alarm bells) making a false report of fire.	Y			
2730	Chemical/biological threat	Intentionally making a false report of potential harm from dangerous chemicals or biological agents.	Y			
2740	Terroristic threat	Making terroristic threats to harm students or school officials, and/or to destroy school property.	Y			
2797	Other school threat	The incident cannot be coded in one of the above categories but did involve a school threat.	Y		Y	
2800	Sexual Battery (Sexual Assault)	Oral, anal or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, and child molestation.	Y	Y		Y
2900	Sexual Offenses, Other (Lewd Behavior, Indecent Exposure)	Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.	Y			
Suicide						
3010	Suicide	Taking one's own life voluntarily and intentionally	Y			Y
3020	Attempted suicide	Attempting to take one's own life voluntarily and intentionally.	Y			Y
3097	Other suicide offense	The incident cannot be coded in one of the above categories but did involve the threat or mention of suicide.	Y		Y	
Theft (Stealing Personal or Other Property)						
3110	General theft, Person	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.	Y			
3120	Motor Vehicle Theft	Theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled	Y			

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
3197	Other theft	The incident cannot be coded in one of the above categories but did involve theft.	Y		Y	
Threat/Intimidation (Causing Fear of Harm)						
3210	Physical threat	Threatening an individual or group of individuals with a gesture(s) or body language.	Y			
3220	Verbal threat	Threatening an individual or group of individuals with spoken words or sounds.	Y			
3230	Written threat	Threatening an individual or group of individuals in writing (e.g., letter, note, message on chalkboard).	Y			
3240	Electronic threat	Threatening an individual or group of individuals by email, postings on Internet sites, or through other electronic mechanisms.	Y			
3297	Other threat	The incident cannot be coded in one of the above categories but did involve a threat.	Y		Y	
Tobacco (Possession or Use)						
3310	Sale of tobacco	Sale of tobacco products (e.g., cigarettes, chewing tobacco).	Y			
3320	Distribution of tobacco	Distribution (i.e., giving away) tobacco products.	Y			
3330	Use of tobacco	Smoking, chewing or otherwise using tobacco (cigarettes, cigars, pipes, or smokeless tobacco)	Y			
3340	Possession of tobacco	Having tobacco in one's pocket(s), bag(s), car, locker, etc.	Y			
3350	Suspicion of use of tobacco	An instance where an individual's behavior, breath, etc., suggests that he or she used tobacco.	Y			
3397	Other tobacco offense	The incident cannot be coded in one of the above categories but did involve tobacco.	Y		Y	
3400	Trespassing	Unlawful or Unauthorized Presence	Y			
Vandalism (Damage to School or Personal Property)						
3510	Vandalism of school property	Willful destruction or defacement of school property.	Y			
3520	Vandalism of personal property	Willful destruction or defacement of personal property	Y			

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
3597	Other vandalism	The incident cannot be coded in one of the above categories but did involve vandalism.	Y		Y	
3600	Violation of School Rules (Disobeying School Policy)	This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records.			Y	
9000	Other Offenses (e.g., Forgery, Extortion)	Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.			Y	
MA05	Felony Conviction Outside of School*	Indicate type of felony	Y		Y	
MA19	Felony complaint (charge) outside of school*	Indicate type of felony	Y		Y	
Weapons Offenses						
Firearm						
11	Handgun	A handgun or pistol	Y			
12	Shotgun/rifle	A shotgun or Rifle	Y			
13	Other type of firearm*	The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act.	Y		Y	
Knife						
21	Knife with blade less than 2.5 inches	Knife with blade less than 2.5 inches	Y			
23	Knife with blade greater than or equal to 2.5 inches	Knife with blade greater than or equal to 2.5 inches	Y			
29	Other knife*	The weapon involved was another type of knife.	Y			

Code	Offense	Description	<u>Always</u> Reportable?	Victim Count Required?	Description Required?	Physical Injury Indicator Required?
30	Other Sharp Objects*	The weapon involved was another type of sharp object, (e.g., razor blade, ice pick, dirk, Chinese star, other pointed instrument [used as a weapon]).	Y		Y	
40	Other Object*	The weapon involved was another known object (e.g., chain, nunchakus, brass knuckle, billy club, electrical weapon or device [stun gun], BB or pellet gun).	Y		Y	
50	Substance Used as Weapon*	The weapon involved was a substance (e.g., mace, tear gas) that was used as a weapon.	Y			
MA51	Explosive or Incendiary Device	A bomb, grenade, rocket, missile, mine, or other incendiary device	Y			
99	Unknown Weapon	Any Other object not described above, such as fireworks or firecrackers	Y			