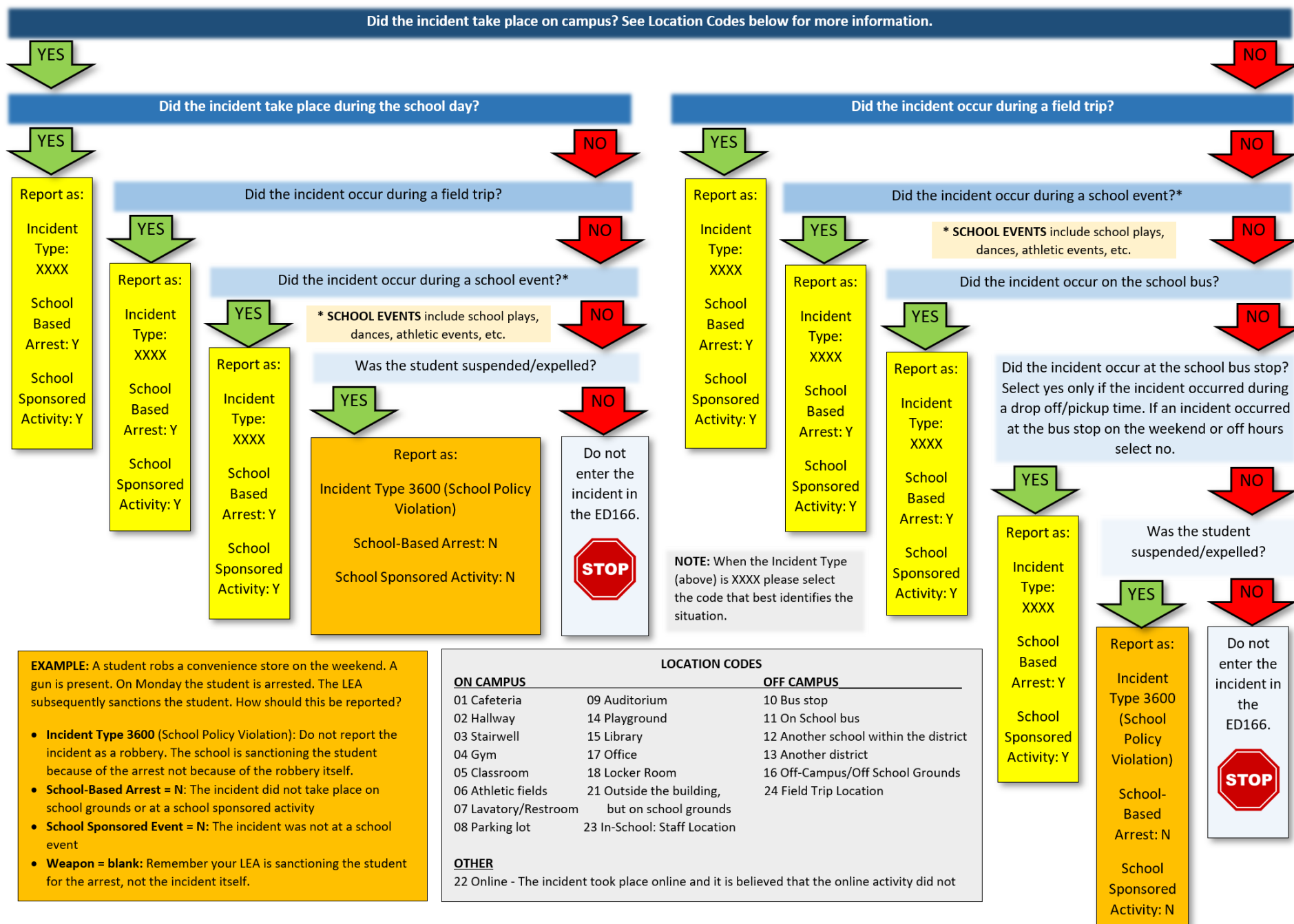# School-Based Arrest Flow Chart

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 →

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?*

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

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?*

  * 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

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

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
- 01 Cafeteria
- 02 Hallway
- 03 Stairwell
- 04 Gym
- 05 Classroom
- 06 Athletic fields
- 07 Lavatory/Restroom
- 08 Parking lot
- 09 Auditorium
- 14 Playground
- 15 Library
- 17 Office
- 18 Locker Room
- 21 Outside the building, but on school grounds
- 23 In-School: Staff Location

OFF CAMPUS
- 10 Bus stop
- 11 On School bus
- 12 Another school within the district
- 13 Another district
- 16 Off-Campus/Off School Grounds
- 24 Field Trip Location

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

Description of Graphic

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

    Yes- Did the incident take place during the school day?

        Yes - Report as: Incident Type: XXXX[1], 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?[2]

                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.

    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

            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.

Location Codes:

On Campus - 01 Cafeteria. 02 Hallway, 03 Stairwell, 04 Gym, 05 Classroom, 06 Athletic fields, 07 Lavatory/Restroom, 08 Parking lot, 09 Auditorium, 14 Playground, 15 Library, 17 Office, 18 Locker Room, 21 Outside the building, but on school grounds, 23 In-School: Staff Location

Off Campus - 10 Bus stop, 11 On School bus, 12 Another school within the district, 13 Another district, 16 Off-Campus/Off School Grounds, 24 Field Trip Location

Other - 22 Online - The incident took place online and it is believed that the online activity did not occur on school grounds

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[1] XXXX = Incident Type Code – select the code that best identifies the situation
[2] School events include school plays, dances, athletic events, etc.