Reporting Offenses (OFFN) Module

The purpose of this document is to inform data submitters of helpful tips and how to accurately report offenses. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- OFFN-1: Number of Incidents
- OFFN-2: Shooting
- OFFN-3: Homicide
- OFFN-4: Shooting and Homicide Incidents
- OFFN-5: Rape and Sexual Assault
- OFFN-6: Allegations Against School Staff (Resignation or Retirement)
- OFFN-7: Allegations Against School Staff (Determined Responsible)
- OFFN-8: Allegations Against School Staff (Determined Not Responsible)
- OFFN-9: Allegations Against School Staff (Determination Pending)
- OFFN-10: Allegation Against School Staff (Duty Reassignment)

Dates

Report a cumulative count based on the entire 2021-2022 regular school year, not including intersession or summer.

Skip Logic

This module DOES NOT contain skip logic. Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated.

Special Guidance

- Rape is not defined as a physical attack or fight.
- Rape is not included in the definition of a physical attack or fight.
- Incidents that could be classified in multiple categories should be reported in the most egregious category.
- Allegations can be reported by anyone (e.g., alleged victim; parents of alleged victim).
- Alleged victims can be students or non-students.

DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

NEW and OPTIONAL

- **OFFN-4:** Offenses – Shooting and Homicide Incidents

REVISED

- **OFFN-1:** Offenses – Number of Incidents
- **OFFN-5:** Offenses – Rape and Sexual Assault

Frequently Asked Questions

1. **Are AirSoft™ guns considered a firearm or explosive device?**

   It is OCR's understanding that airsoft guns expel non-metallic BBs by the action of a spring, electricity, or compressed air, and not an explosive. Therefore, OCR does not consider airsoft guns firearms.

   For the 2021–22 school year CRDC, a firearm or explosive device is defined as "any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage."

   For the 2021–22 school year CRDC Offenses module, a school-related incident involving a BB or a pellet gun should be reported as "threats of physical attack with a weapon" because unlike firearms, BB and pellet guns do not expel projectiles by the action of explosives.

2. **Are Gel Blasters™ considered a firearm or explosive device?**

   It is OCR's understanding that gel blaster guns expel water beads or gel balls by the action of a spring, electricity, or compressed air, and not an explosive. Therefore, OCR does not consider gel blaster guns firearms.

   For the 2021–22 school year CRDC, a firearm or explosive device is defined as "any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage."

   For the 2021–22 school year CRDC Offenses module, a school-related incident involving a gel blaster gun should be reported as "threats of physical attack with a weapon" because unlike firearms, gel blaster guns do not expel projectiles by the action of explosives.

Sexting: Sexting is the sharing and receiving of sexually explicit messages and nude or partially nude images via text messages or apps.

Sextortion/Ransomware; Students may also become victim to sextortion, possibly via ransomware, if they engage in sexting. Sextortion occurs when someone threatens to distribute private and sensitive material if not provided with images of a sexual nature, sexual favors, or money. Ransomware is a particular form of computer malware in which perpetrators encrypt users' files, then demand the payment of a ransom for users to regain access to their data. Ransomware can also include an element of extortion, in which the perpetrator threatens to publish data or (possibly sexually explicit) images if the victim does not do what the perpetrator wants, such as provide nude photos.

3. **Do bullets qualify as a Firearms or explosive device?**

   For the 2021–22 school year CRDC, OCR considers a student found in possession of bullets to be an incident of "Possession of a firearm or explosive device."

4. **Should a student found in possession of a taser, knife, or other type of weapon (not including a non-firearm or explosive device) be included in OFFN-1 if the item was not "used"?**

   Possession of these items would not be included unless they were involved in the following types of incidents.

- **A threat of physical attack without a weapon** refers to a threat without any display, brandishing, or discharge of a weapon, and with no actual physical contact of any person. The threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would be considered a threat without a weapon.

- **A threat of physical attack with a weapon** includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. The threat is made in person. Threats made over the telephone or threatening letters are excluded. The threat of a physical attack using words that refer to a weapon would not be considered a threat with a weapon.

5. **Should the school include students who were found in possession of a firearm in "OFFN-2: Offenses - Firearm Use"?**

   Directions should be interpreted as: regardless of who (student or non-student) used the firearm or explosive. NOT as: regardless of whether the firearm/explosive device was used.

6. **When reporting offenses, should incidents that occurred on school grounds on non-school days (e.g., weekends, school holidays, summer break) be considered?**

   Count all incidents that occurred before, during, or after normal school hours or during times when school activities/events (in-person or virtual) were in session.

   Offenses occurring during weekends, school holidays, and summer breaks would be included in "after normal school hours".

7. **What dates should be used when reporting OFFN module data?**

   Report a cumulative count based on the entire 2021–22 regular school year, not including intersession or summer.

8. **If an allegation occurs in the 2021-22 school year, but the incident was alleged to have occurred during the previous school year, are these counted in the OFFN section?**

   They would not be included. Only incidents that occurred DURING the 2020-21 school year should be included.

9. **If an incident took place during the 2020-21 school year, but student was not disciplined until the 2021-22 school year, , is the incident reported?**

   The incident should be reported in the school year that it took place (2020-21 school year) in the OFFN module regardless of whether any disciplinary action was taken.

   Please note: If the discipline occurring fits into the DISC module (suspension/transfer to alternative facility/expulsion), then this discipline should be reported there in the school year that it took place (2021-22 school year).

10. **Should the school include allegations if they were made by someone other than a student or staff member?**

    Yes. Allegations can be reported by anyone (e.g., alleged victim, parents of alleged victim).

11. **Should incidents be collected where staff were the victims for OFFN-4: Offenses - Number of Incidents Committed by Student?**

    Yes. Instructions for OFFN-4: Count incidents regardless of whether non-students were involved.

Special Instructions: Alleged victims can be students or non-students.

12. **Should the school include allegations made against the staff while off campus?**

    Only include incidents that occurred in school buildings, on school grounds, on school buses, or at places that hold school-sponsored events or activities (in-person or remote).

13. **Should the school include allegations made against the staff when the incident occurred off campus?**
    Only include incidents that occurred in school buildings, on school grounds, on school buses, or at places that hold school-sponsored events or activities (in-person or remote).

14. **Should the school include allegations made against the staff by the students when the incident occurred off campus?**
    Only include incidents that occurred in school buildings, on school grounds, on school buses, or at places that hold school-sponsored events or activities (in-person or virtual).

15. **Would the following scenarios be reported under the OFFN-1 category of "Threat of physical attack without a weapon"?**

    a) **A student threatened to kill another student with no mention of a weapon**

    b) **A student yelled in class that they will blow up the school**

    Yes, both scenarios fit the definition:

    A threat of physical attack without a weapon refers to a threat without any display, brandishing, or discharge of a weapon, and with no actual physical contact of any person. The threat is made in person. Threats made over the telephone or threatening letters are excluded. The threat of a physical attack using words that refer to a weapon would be considered a threat without a weapon.

16. **Would the following scenarios be reported under the OFFN-1 category of "Physical attack without a weapon"?**

    A student shoved another student in the hallway

    A fight in school that did not require police reporting

    Yes, both scenarios fit the definition:

    A physical attack or fight refers to an actual and **intentional touching or striking of another person against his/her will**, or the intentional causing of bodily harm to an individual. A physical attack or fight does not include rape.

    These incidents should be reported independent of whether police were involved.

When to Report Zero (0)

If data are available and applicable for a given school or local education agency (LEA), but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool recognizes information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use Not Submitted (NS)

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if the LEA will need to submit a quick plan or action plan.

Contact the Partner Support Center

(855) 255-6901
Email: crdc@aemcorp.com
PSC Email Form