

Frequently Asked Questions

Incident Management Questions

1. If the suspension is upheld, should the district edit the first action from pending expulsion to expulsion?

Yes, the district should update the information to make sure that the record reflects the final actions taken. LEAs may add the action of REX = Recommended for Expulsion when removing SUX-Pending Expulsion to replace it with the outcome to maintain a designation for all students considered for expulsion. The action of REX = Recommended for Expulsion is in addition to the final action designating suspension and/or expulsion or keep the suspension pending with the outcome added to the incident.

2. If an incident occurs on the bus, what code should be used in the time frame subcode section?

If the incident occurred during the normal school bus route, the time frame should be coded as “during school hours with the subcode BBB-Bus”. The “outside school hours” code should be used for overnight field trips (not during the day), sporting events, or other activities after the normal school hours.

3. If an incident occurs in the parking lot, what should be selected in the location field?

In the location field, select the parking lot.

4. If a district has an incident that occurred in the office, how should we code the location option?

The incident location should be coded as an Administrative Area/Office.

5. If a student is coded as suspended pending expulsion (SUX), what is the appropriate way to update this record upon determination of the expulsion?

The action of SUX could be removed and the outcome action(s) added or the outcome can be added to the incident. LEAs may also add the action of REX = Recommended for Expulsion to maintain a record of all students considered for expulsion.

6. What are violent criminal level offenses?

Please review the State Board Regulation 279 Minimum Standards of Student Conduct and Disciplinary Enforcement Procedures to be Implemented by Local School Districts Level 3:

State Board Regulation 279 Minimum Standards of Student Conduct and Disciplinary Enforcement Procedures to be Implemented by Local School Districts.

<https://www.ed.sc.gov/index.cfm?LinkServID=C356C30D-C2D0-44A1-C88482C6C18ED9DA>

Persistently Dangerous School Information

<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/persistently-dangerous-schools/unsafe-school-choice-option-guidelines/>

Violent Criminal Offenses

For purposes of identifying persistently dangerous schools, the following categories of violent criminal offenses are used (see appendix A for definitions of these offenses):

- homicide,
- forcible sex offenses,
- kidnapping/abduction,
- aggravated assault,
- drug distribution,
- robbery, and
- weapons offenses.

Truancy

7. If districts have multiple students truant on the same day, can the incidents be entered as one incident?

No, truancy incidents should be reported for each of the individual students only not for a group of students.

8. If a student misses three consecutive unexcused absences or a total of five unexcused absences should the student be coded as truant?

Yes, the student should be coded as a 151 Truant in PowerSchool. The intervention plan is required on an incident unless the student has withdrawn before the development of the intervention plan.

9. If an intervention plan is not created is the student still coded as truant?

Yes, the student is still truant and must be reported whether the intervention plan is created.

10. If a student is 5 before September 1, should this student be coded as truant?

No, this student should not be coded as truant. Truancy is not reported for Kindergarten. Truancy reporting begins with grade 1.

11. If a student is 11 before the start of the school year can this student be coded as a habitual truant if they turn 12 during the school year? Why?

Yes, the student can be coded as habitual if they meet the definition. The September 1 date is used to ensure that Kindergarten students and students who are 17 before the start of the school year are not reported on the truancy report based on the definition.

12. When coding truants, do we have to code a student who is 17 years old although we cannot take the student into court? The definition is a student age 6 to 17.

If a student accumulates 3 consecutive unexcused absences or a total of 5 unexcused absences before their 17th birthday during the school year, the student must be coded as truant and an intervention plan must be developed. Students who are 17 years old as of September 1 should not be coded as truant.

Student Age	Should the student be coded as truant?	Should an Attendance Intervention Plan be created?
5 years old as of September 1	No	No
6 years old as of September 1	Yes	Yes
6-16 years old as of September 1	Yes	Yes
16 years old at the beginning of the school year and accumulates 3 consecutive unexcused absences or a total of 5 unexcused absences before turning 17 years old	Yes	Yes
16 years old at the beginning of the school year no absences, then turns 17 years old and accumulates 3 consecutive unexcused absences or a total of 5 unexcused absences	No	No
17 years old as of September 1	No	No

13. If a 17-year-old student is dropped from the SC 41 Truancy School Detail Report, can we use the district report?

The SC 42 Truancy District Detail Report provides a total count of truant students; no names are included in this report to make a comparison with the new level data List of Students with a Truancy Incident Report. The SC 43 Truancy List Report is based on the information on the SC 41 Truancy School Detail Report.

14. Will the school need to contact or notify parents before coding a student as truant?

Yes, parents should be notified when a student is truant. Districts should also request documentation for absences before the student is coded as truant.