Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 5, 2020

<u>MEMORANDUM</u>

To: Members of the Board of Education

From: Jack R. Smith, Superintendent of Schools

Subject: Student Arrest Data and the School Resource Officer Program
             (10-05-20-02, -A, -B, -C, -D)

During the *Work Session: Student Arrest Data and the School Resource Officer Work Group* discussion, Board members requested the following information:

Question A

Mr. Asante requested that the staff include more students to the work group; two out of twenty-five participants is not adequate representation of all student voices.

Response

The following Montgomery County Public Schools (MCPS) students have been included as members to the School Resource Officer Work Group: Alexandra Farmer, Lucas Scott, and Kyson Taylor.

Question B

Ms. Silvestre requested the names of the work group members.

Response

The members of the School Resource Officer Work Group are provided in the attached list (Attachment A) to this memorandum.

Question C

Ms. Silvestre requested information regarding from where the arrest codes used originated. Please provide information regarding where information about those codes can be obtained.

Response

Arrest codes and other pertinent information may be obtained from The Student Arrest Data Collection Manual (Attachment B). The definitions regarding Suspension and Arresting Offense may be viewed on pages 12 through 15. The Arrest/Offense Codes are based on the Maryland State Department of Education suspension codes and do not reflect the actual definitions of the Maryland Criminal Law for criminal offenses.

Question D

Ms. Dixon requested information regarding the number of elementary school students that have been arrested in MCPS.

Response

There have been no arrests of elementary school students in MCPS.

If you have any questions, please contact Mr. Edward A. Clarke, chief safety officer, via e-mail.

JRS:HRJ:EAC:lgp

Attachments

Copy to:
  Executive Staff
  Mr. Clarke
  Ms. Webb

Montgomery County Public Schools

School Resource Officer Work Group, 2020-2021

Co-chairs: Dr. Henry R. Johnson Jr., chief of staff and
Mr. Michael A. Durso, former president, Montgomery County Board of Education

1. Brett Lonker – Montgomery County Public Defender's Office
2. Bryan Soto – MCPS student
3. Captain Thomas Jordan – Montgomery County Police Department
4. Chief Victor Brito – City of Rockville Police Department
5. Norman Coleman – principal, Francis Scott Key Middle School
6. Timothy Conley – security team leader, Rockville High School
7. Sheriff Darren M. Popkin – Montgomery County Sheriff
8. Wayne Ferrell – former MCPS Cluster Coordinator
9. Frank Duncan – assistant regional director, Montgomery County Juvenile Services Department
10. Darlene Harris – MCPS – supervisor, Office of the Chief of Staff
11. Jay Quan – Asian American Pacific Islander Student Achievement Action Group (APASAAG)
12. Jimmy McMillian – NAACP Parents' Council
13. John McCarthy – Montgomery County State's Attorney's Office
14. Joseph Lowery – school resource officer, Quince Orchard High School
15. Marakai Soloman – MCPS student
16. Marcus Jones – Montgomery County Chief of Police
17. Maria Portela – Latino Student Achievement Action Group
18. Edward Owusu – principal, Clarksburg High School
19. Robert Wilcox – Montgomery County Council of PTAs, Inc.
20. Ron Brown – Maryland State Department of Education
21. Rosemary McCloskey – African American Student Achievement Action Group
22. Shawn Eastman – Gaithersburg Police Department
23. Elizabeth Thomas – principal, Quince Orchard High School
24. Willie Parker-Loan – Montgomery County Police Department
25. Alexandra Farmer – MCPS student
26. Lucas Scott – MCPS student
27. Joseph Pignataro – Maryland Center for School Safety
28. Edward Clarke – chief safety officer, MCPS

2019-2020

STUDENT ARRESTS
DATA COLLECTION MANUAL

January 2020

Maryland State Department of Education
Division of Student Support, Academic
Enrichment and Education Policy
Division of Assessment, Accountability
and Information Technology
200 West Baltimore Street
Baltimore, MD 21201

MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

Justin M. Hartings, Ph.D.
President, Maryland State Board of Education

Larry Hogan
Governor

Sylvia A. Lawson, Ph.D.
Deputy State Superintendent
School Effectiveness

Carol A. Williamson, Ed.D.
Deputy State Superintendent
Teaching and Learning

Mary L. Gable
Assistant State Superintendent
Division of Student Support, Academic Enrichment, and Education Policy

Jennifer Judkins, Ed.D.
Assistant State Superintendent
Division of Assessment, Accountability, and Information Technology

Walter J. Sallee
Director, Student Services and Strategic Planning
Division of Student Support, Academic Enrichment, and Education Policy

Chandra Haislet
Director, Office of Accountability
Division of Assessment, Accountability, and Information Technology

This data collection manual was produced by the Maryland State Department of Education (MSDE), Division of Curriculum, Research, Assessment, and Accountability, Office of Accountability and the Division of Student Support, Academic Enrichment, and Educational Policy. The intended audiences for the manual are Local Education Agency (LEA) administrators responsible for general supervision of data transmission to the MSDE and LEA information services and data processing staff who prepare the data for transmission, transmit the data, and verify the data.

Contents

Executive Summary

Pursuant to the Code of Maryland Regulations (COMAR) 13. A.08.01.12, *Arrest on School Premises*. The *Student Arrests Data Collection Manual* was developed to provide guidance to Local Educational Agencies (LEAs) on the collection of student arrests data for the 2019-2020 school year. The information herein is aimed to provide clarity to questions and concerns put forth by LEAs from prior years' collection efforts to better streamline the data collection process.

Student arrests that should be reported to the MSDE are arrests that occur as a result of a ***physical arrest*** or a ***paper arrest/student referral*** to law enforcement or to the Department of Juvenile Services (DJS) by school personnel for a disciplinary-related offense that was committed on school property or at an off-campus school activity.

Offenses that occur in the community or away from school are known as ***reportable offenses***. Reportable offenses should **NOT** be included in the student arrests data collection. By statute, law enforcement officers are required to report to school system personnel when they arrest a student in the community for particular crimes set forth in the statue. Md. Code Ann., Educ. §7-303. The purpose of this statute is to provide information to school personnel so that they can develop a plan to keep the school safe and yet, serve the educational needs of the offending student. See **COMAR 13 A.08.01.17.**

Purpose

In January 2014, the Maryland State Board of Education adopted new regulations guiding student discipline. The regulations were designed to strengthen student retention and graduation rates, while serving to determine whether a school-to-prison pipeline exists in some schools or school systems. The regulations require annual reporting of arrests based on referrals by school officials to law enforcement agencies or the Department of Juvenile Service systems for disciplinary offenses occurring on school property or during off campus school activities, including on the school bus.

The arrest information is reported on an Excel spreadsheet, provided by the MSDE, which captures the categories in the *Data Definitions and Instructions* section of this manual. The spreadsheet utilizes a dropdown menu to provide quick and easy responses from the local school systems. The data is compiled for a report to the State Board of Education and a report to the Maryland legislature.

For assistance with completing the Arrest spreadsheet contact:

> Kathy Donithan
> Division of Assessment, Accountability and Information Technology
> Phone: (410) 767-0078
> Email: kathy.donithan@maryland.gov

For policy questions contact:

> Dr. Marone L. Brown
> Division of Student Support, Academic Enrichment and Education Policy
> Phone: (410) 767-0481
> Email: marone.brown2@maryland.gov

Timeline and Due Dates

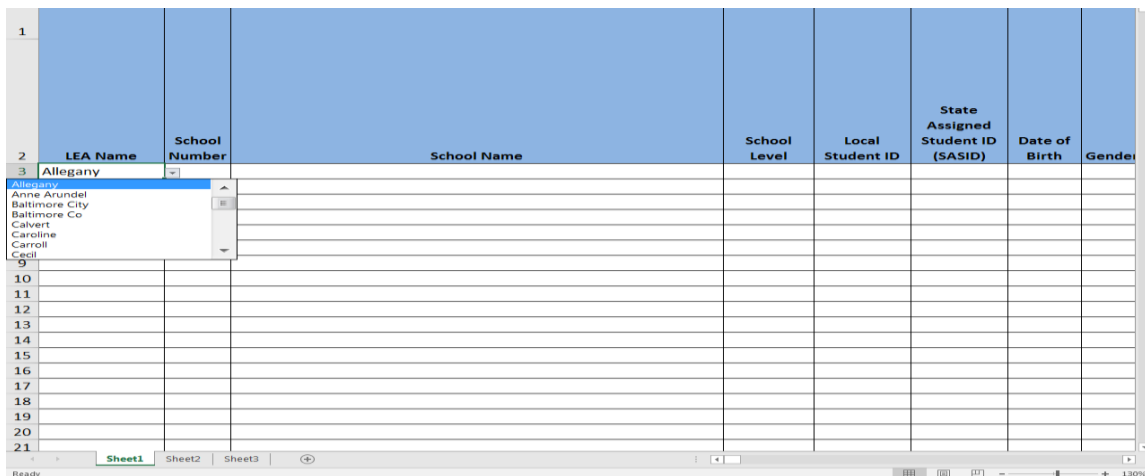|	
Reporting Period 2019-2020	July 1, 2019 through June 30, 2020
Spreadsheet Due Date	October 1, 2020
Verification of Arrest Data Due Date (Superintendent sign-off form)	October 30, 2020

Guidance for Submitting the Arrest Data
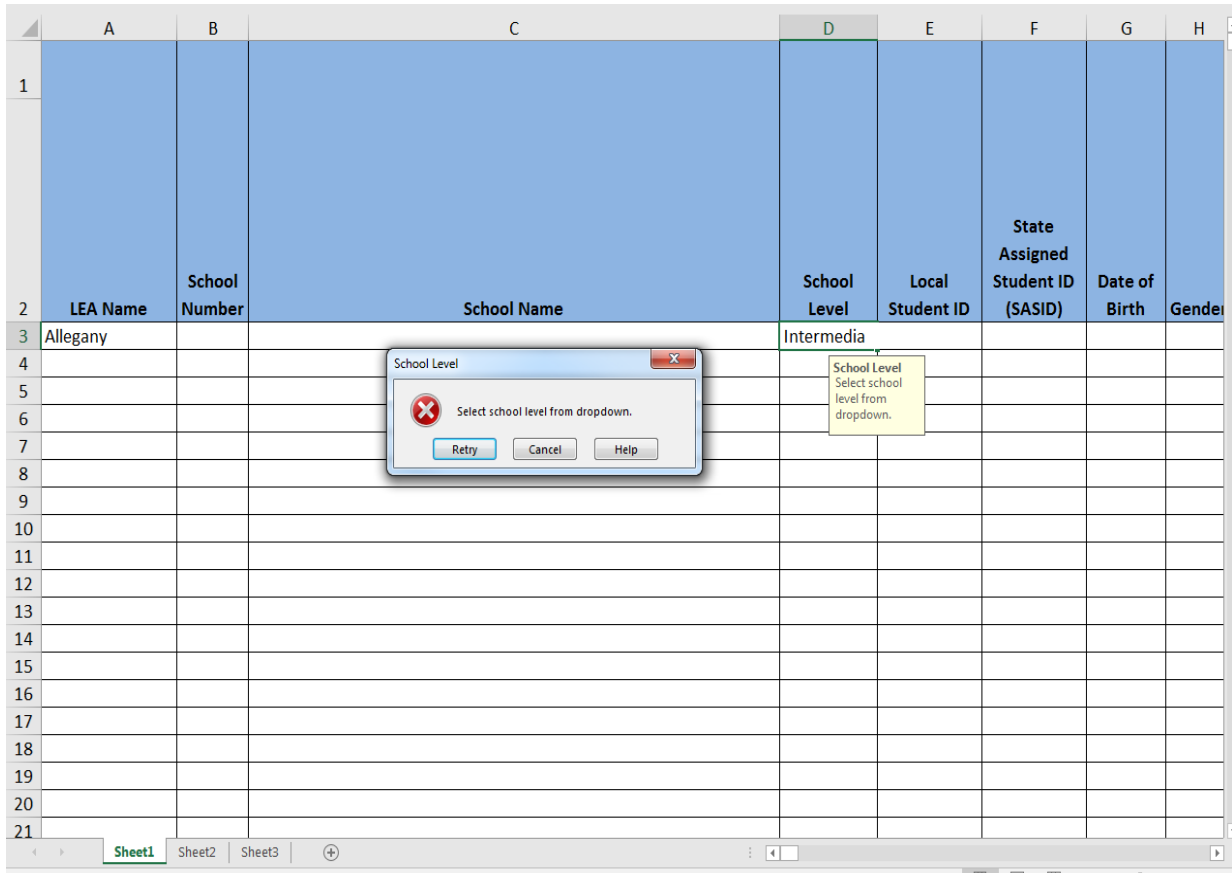
Document History

Document Version	Date	Summary of Changes
1.0	**July 2016**	Initial version.
2.0	September 2018	• Updated arresting offenses. Arresting and Suspension Offenses are now uniform categories based on State Code of Discipline • Added *Guidance for submitting the Arrest Data* (page 3) • Removed "FARMS" • Added "School Year" • Changed five-digit race codes to race descriptions (page 5) • For "DJS Referral by Whom", changed "enter the **name** of the person that made the referral" to "report the **position** of the person that made the referral." (page 9) • Replaced "Number of days the student was suspended/excluded from school after the arrest" with "Length of Removal from Regular Education Program" • Removed Appendix A: Arrest Data Key Definitions • Added Appendix A: Suspension and Arresting Offense Definitions • Added Appendix B: Validation Errors and Requirements • Added Appendix C: Verification of Student Arrests Data form
3.0	**January 2019**	Added Tobacco and Disrespect to arresting offenses.
4.0	**January 2020**	No changes.

Guidance

1. Report arrests that occurred from July 1, 2019 through June 30, 2020.

2. When completing the spreadsheets, use the dropdowns to select responses (see below).

3. Changes to selections in the dropdowns will trigger edit errors (see below). **Responses must be reported exactly as they appear on the spreadsheet and in the reporting manual**. See Appendix B for validation errors and requirements.

4. If student was charged with multiple offenses for the same incident, report only the most serious offense. ***For example, if a student is charged with fighting and firearms. Firearms is the more severe of the two offenses.***

5. After data has been edited and considered final, the LEA contact will receive summary reports from MSDE for verification. If reports are accurate, the superintendent of schools must sign and return the verification form, Appendix C, by the due date.

Data Definitions and Instructions

School Year	The four-digit school year in which the arrest occurred • 2020 (SY 2019-2020)
LEA Name	Local Education Agency name.
School Number	The four-digit code assigned to the school the student attended when arrest occurred A list of valid school numbers for each local education agency will be supplied by MSDE's Division of Assessment, Accountability and Information Technology upon request.
School Name	The name of the school the student attended when arrest occurred.
School Level	Indicate school level. • High • Middle • Elementary • Combined
Local Student ID	The number assigned by the local education agency – any combination of numbers (not more than ten digits). If fewer than ten digits are used, zero fill remaining positions to the left.
State Assigned Student ID (SASID)	The State Assigned Student ID number assigned through the USIS system. May not contain pseudo numbers, zero filling or BLANK.
Date of Birth	Four-digit year, two-digit month, and two-digit day (YYYYMMDD) to indicate the student's birth date. (Example: September 7, 2008 is 20080907).
Gender	Gender of the student • Male • Female
Hispanic/Latino Ethnicity	Is the student Hispanic/Latino? • Yes – Yes, student is of Hispanic/Latino origin • No – No, student is not of Hispanic/Latino origin

Race	Indicate student's race.
	• American Indian/Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Two or More Races
Grade	The grade the student was in when the arrest occurred.
	• PK - Prekindergarten • K - Kindergarten • 01 through 12 - Grades 1-12
Special Education Services	Did the student have an IEP and was the student receiving special education services at the time the arrest occurred?
	• Yes, receiving special education services • No, not receiving special education services
Section 504 Plan	Did the student have a physical or mental impairment at the time the arrest occurred, that substantially limited one or more major life activities, had a record of such impairment or was regarded as having such impairment?
	• Yes, had a Section 504 Plan • No, did not have a Section 504 Plan
English Learner (EL)	Indicate the student's English Learner (EL) status at the time the arrest occurred. Students who have a primary or home language other than English and who have been assessed as having limited or no ability to understand, speak, or read English and are receiving EL services.
	• Yes, receiving EL services • No, not receiving EL services
Date of Arrest	The eight-digit number indicating the date on which the arrest occurred. (Example: March 2, 2020 should be reported as 20200302.)
Arrest Type	Indicate type of arrest.
	• Physical Arrest • Paper Arrest (Officer initiated referral/request for charges to DJS)
Student Suspended in Conjunction with Arrest	Was the student suspended in conjunction with the arrest?
	• Yes • No

Out-of-School or In-School Suspension	If suspension occurred in conjunction with arrest, indicate if suspension was an out-of-school or in-school suspension. • Out-of-School Suspension • In-School Suspension

Suspension Offense	If suspension occurred in conjunction with arrest, indicate the suspension offense. The offense should align with the offense reported in the *Student Discipline and Health Related Exclusions* data file. 201 – Alcohol 202 – Inhalants 203 – Drugs/Controlled Substances 204 – Tobacco 301 – Firearms 302 – Other Guns 303 – Other Weapons 401 – Attack on Adult 402 – Attack on Student 403 – Threat to Adult 404 – Threat to Student 405 – Fighting 406 – Extortion 407 – Bullying/Harassment 408 – Serious Bodily Injury 501 – Arson/Fire 502 – False Alarm/Bomb Threat 503 – Explosives 601 – Sexual Attack 602 – Sexual Harassment 603 – Sexual Activity 701 – Disrespect 704 – Disruption 801 – Academic Dishonesty 802 – Inappropriate Use of Personal Electronics 803 – Theft 804 – Trespassing 806 – Destruction of Property 891 – Sells or Solicits Sale of Controlled Substance (Only for students with disabilities) 892 – Possesses or Uses Illegal Drugs (Only for students with disabilities) 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity *(Only for students with disabilities)*

Length of Suspension   If suspension occurred in conjunction with arrest, report the number of days the student was suspended.

Arresting Offense   The offense that led to the arrest. If charged with multiple offenses, report only the most serious offense.

201 – Alcohol
202 – Inhalants
203 – Drugs/Controlled Substances
204 – Tobacco
301 – Firearms
302 – Other Guns
303 – Other Weapons
401 – Attack on Adult
402 – Attack on Student
403 – Threat to Adult
404 – Threat to Student
405 – Fighting
406 – Extortion
407 – Bullying/Harassment
408 – Serious Bodily Injury
501 – Arson/Fire
502 – False Alarm/Bomb Threat
503 – Explosives
601 – Sexual Attack
602 – Sexual Harassment
603 – Sexual Activity
701 – Disrespect
704 – Disruption
801 – Academic Dishonesty
802 – Inappropriate Use of Personal Electronics
803 – Theft
804 – Trespassing
806 – Destruction of Property
891 – Sells or Solicits Sale of Controlled Substance (Only for students with disabilities)
892 – Possesses or Uses Illegal Drugs (Only for students with disabilities)
893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity *(Only for students with disabilities)*

Location of Arrest   The location of the arrest.

- On School Grounds
- Off School Grounds
- School Sponsored Event

Location of Arrest *(continued)*	• To/From School • School Bus • Inside the School Building
Arresting Officer	Indicate which officer made the arrest. • SRO • Law Enforcement Officer
Arresting Officer Primarily Assigned to School	Is arresting officer primarily assigned to the school where the arrest occurred? • Yes • No
Location of Arresting Officer not Primarily Assigned to School	If arresting officer is not primarily assigned to the school, indicate where they are assigned.
Law Enforcement Referral	Did School-based incident lead to law enforcement referral? • Yes • No • Unknown
DJS Referral	Did School-based incident lead to DJS referral? • Yes • No • Unknown
DJS Referral by Whom	If incident led to DJS referral, report the position of the person that made the referral. • Local Police Officer • SRO • School Administrator • Other
Final Outcome	The final outcome of the process. The disciplinary actions arising from the incident which led to the arrest or referral. • Juvenile Placement or Juvenile Detention • Alternative School Placement • Therapeutic Placement • Transfer within district

Final Outcome *(continued)*	• Transfer to another district • Returned to School • Expulsion • Diversion Program • Overturned
Length of Juvenile Placement or Juvenile Detention	If juvenile placement or juvenile detention, report the number of days the student was in juvenile placement or juvenile detention.
Length of Removal From Regular Education Program	Report the number of days the student was removed from his/her regular education program after the arrest.

Suspension and Arresting Offense Definitions

Offense Code	Offense	Offense Description
201	Alcohol	Being under the influence of alcohol; Using/possessing alcohol. Distributing/selling alcohol.
202	Inhalants	Being under the influence of inhalants; Using/possessing inhalants; Distributing/selling inhalants.
203	Drugs/Controlled Substances	Unauthorized use/possession of non-illegal drugs; Being under the influence of illegal drugs; Using/possessing illegal drugs; Distributing/selling non-illegal or illegal drugs.
204	Tobacco	Using/possessing tobacco/e-cigarettes.
302	Other Guns	Possessing, using, or threatening to use a look-alike gun. (e.g., water guns); Possessing, using, or threatening to use an unloaded/inoperable non-firearm gun (e.g., pellet guns, BB guns); Possessing, using, or threatening to use a loaded/operable non-firearm gun.
303	Other Weapons	Possessing an implement that could potentially cause injury, without intent to use it as a weapon; Possessing an implement that could potentially cause injury with intent to use it as a weapon; Using or threatening to use as weapon an implement that is likely to cause serious bodily harm.
401	Attack on Adult	Intentionally shoving, pushing, or otherwise being physically aggressive toward an adult in the context of a fight. (e.g., body check; intentionally bumping; but not horseplay); Intentionally engaging in a fight (which may be small, spontaneous, and short and/or result only in minor cuts, scrapes, and/or bruises); Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb or otherwise especially serious based on listed factors in the State Guidelines.

Offense Code	Offense	Offense Description
402	Attack on Student	Intentionally shoving, pushing, or otherwise being physically aggressive toward a student in the context of a fight. (e.g., body check; intentionally bumping; but not horseplay); Intentionally engaging in a fight (which may be small, spontaneous, and short and/or result only in minor cuts, scrapes, and/or bruises); Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb or otherwise especially serious based on listed factors in the State Guidelines.
403	Threat to Adult	Expressing - orally, in writing, or by gesture – intent to do physical harm to an adult; Engaging in persistent threats to an adult.
404	Threat to Student	Expressing - orally, in writing, or by gesture – intent to do physical harm to a student; Engaging in persistent threats to a student.
405	Fighting	Intentionally shoving, pushing, or otherwise being physically aggressive toward another in the context of a fight. (e.g., body check; intentionally bumping; but not horseplay); Intentionally engaging in a fight (which may be small, spontaneous, and short and/or only in minor cuts, scrapes, and/or bruises); Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb or otherwise especially serious based on listed factors in the State Guidelines.
406	Extortion	Engaging in extortion: Using a threat (without a weapon) to get a person to turn over property. Engaging in persistent threats or extortion.
407	Bullying/Harassment	Engaging in harassment; Engaging in persistent bullying including cyberbullying.
408	Serious Bodily Injury	Intentionally misbehaving in a way that unintentionally causes serious bodily injury; Intentionally causing serious bodily injury.
501	Arson/Fire	Intentionally setting or attempting to set a fire or helping others to set a fire without intent to or possibility of endangering others; Intentionally setting a fire or helping others to set a fire with the intent to endanger others or with the result of destroying valuable property.
502	False Alarm/ Bomb Threat	Initiating a warning of a fire or other catastrophe without cause (e.g., pulling a fire alarm or misusing 911); Making a bomb threat or threatening a school shooting.

Offense Code	Offense	Offense Description
503	Explosives	Possessing an incendiary or explosive device or material or any combination of combustible or explosive substances, other than a firearm, that can cause harm to people or property. (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption); Detonating or threatening to detonate an incendiary or explosive device or material, including those described above.
601	Sexual Attack	Intentionally engaging in behavior towards another that is physically, sexually aggressive.
602	Sexual Harassment	Engaging in sexual harassment (e.g., intentional unwelcome sexual advances, requests for sexual favors, other intentional inappropriate verbal, written, or physical conduct of a sexual nature).
603	Sexual Activity	Engaging in inappropriate behavior of a sexual nature (e.g., indecent exposure, inappropriate texts of a sexual nature).
701	Disrespect	Making intentional and harmful gestures, verbal or written comments, or symbols to others (e.g., verbal put-downs, cursing, talking back); Being insubordinate; Repeatedly or persistently disrespectful, in defiance of authority.
704	Disruption	Intentionally engaging in minor behavior distracting from the learning environment. Intentionally and persistently engaging in minor behavior that distracts from the learning environment (e.g., talking out of turn, throwing small items, horseplay); Intentionally engaging in moderate to serious behavior that distracts from teaching and learning, and directly affects the safety of others (e.g., throwing harmful items, sending incendiary texts/social media messages, disrupting a fire drill).
801	Academic Dishonesty	Plagiarizing, such as by taking someone else's work or ideas (for student's grades 6-12); Forgery, such as faking a signature of a teacher or parent; or cheating.
802	Inappropriate Use of Personal Electronics	Having out a personal electronic device after student has been warned; Persistently having out a personal electronic device, in defiance of school rules.

Offense Code	Offense	Offense Description
803	Theft	Intentionally taking property without owner's permission, where the taker is an elementary school student; Intentionally taking property without owner's permission; Intentionally taking property without owner's permission, where the theft is especially serious based on listed factors in the State Guidelines.
804	Trespassing	Being on school property without permission, including while on suspension or expulsion.
806	Destruction of Property	Causing accidental damage; Intentionally causing damage to school/other's property; Intentionally causing damage to school/other's property, where the act is especially serious based on listed factors in the State Guidelines.
891	Sells or Solicits Sale of Controlled Substance	Controlled substance means a drug or other substance identified under the schedules of controlled substances in 21 U.S.C. §812; 21 C.F.R. pt. 1308. **Do not include the sale or solicitation of alcohol or tobacco.**
892	Possesses or Uses Illegal Drugs	Illegal drugs are defined as a controlled substance, but do not include a substance that is legally possessed, used under the supervision of a licensed health-care professional, or used under any other authority under the Controlled Substance Act or under any other provision of federal law. Do not include the possession or use of alcohol or tobacco.
893	Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity	Firearm means a weapon, device, instrument, material, or substance (animate or inanimate), that is used for, or is readily capable of, causing death or serious bodily injury. Firearm does not include a pocket knife with a blade less than 2 ½ inches in length. (See 18 U.S.C. §921; §930) (COMAR 13A.08.01.12-1)

Validation Errors and Requirements

Error No.	Error	Requirement
E00	Invalid/Missing School Year	Four digit school year: • 2020 (SY 2019-2020)
E01	Invalid/Missing LEA	Valid values: • Allegany • Anne Arundel • Baltimore City • Baltimore Co • Calvert • Caroline • Carroll • Cecil • Charles • Dorchester • Frederick • Garrett • Harford • Howard • Kent • Montgomery • Prince George's • Queen Anne's • St. Mary's • SEED School • Somerset • Talbot • Washington • Wicomico • Worcester
E02	Invalid/Missing School Name/Number	School number and school name must match MSDE's school database.
E03	Invalid/Missing school level	Valid values: • High • Middle • Elementary • Combined
E04	Invalid/Missing LASID	LASID must be ten digits.
E05	Invalid/Missing SASID	SASID must be ten digits.
E06	Missing DOB	Date of Birth must be populated.
E07	Invalid/Missing Gender	Valid values: • Male • Female

Error No.	Error	Requirement
E08	Invalid/Missing Ethnicity	Valid values: • Yes • No
E09	Invalid/Missing Race	Valid values: • American Indian/Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Two or More Races
E10	Invalid/Missing Grade	Valid values: • PK • K • 01-12
E11	Invalid/Missing Special Education Services	Valid values: • Yes • No
E12	Invalid/Missing Section 504 Plan	Valid values: • Yes • No
E13	Invalid/Missing ELL	Valid values: • Yes • No
E14	Invalid Date of Arrest	Date must be between 07/1/2019 and 6/30/2020.
E15	Missing Date of Arrest	Date of arrest must be populated.
E16	Invalid/Missing Arrest Type	Valid values: • Physical Arrest • Paper Arrest (Officer initiated referral/request for charges to DJS)
E17	Invalid/Missing Suspension in Conjunction with Arrest	Valid values: • Yes • No
E18	Invalid Out-of-School or In-School Suspension	Valid values: • Out-of-School Suspension • In-School Suspension If suspension did not occur in conjunction with arrest, leave blank.
E19	Missing Out-of-School or In-School Suspension	If suspension occurred in conjunction with arrest, must indicate out-of-school or in-school suspension.

Error No.	Error	Requirement
E20	Invalid/Missing Suspension Offense	If suspension occurred in conjunction with arrest, must be populated. Valid values: • 201 – Alcohol • 202 – Inhalants • 203 – Drugs/Controlled Substances • 204 – Tobacco • 301 – Firearms • 302 – Other Guns • 303 – Other Weapons • 401 – Attack on Adult • 402 – Attack on Student • 403 – Threat to Adult • 404 – Threat to Student • 405 – Fighting • 406 – Extortion • 407 – Bullying/Harassment • 408 – Serious Bodily Injury • 501 – Arson/Fire • 502 – False Alarm/Bomb Threat • 503 – Explosives • 601 – Sexual Attack • 602 – Sexual Harassment • 603 – Sexual Activity • 701 – Disrespect • 704 – Disruption • 801 – Academic Dishonesty • 802 – Inappropriate Use of Personal Electronics • 803 – Theft • 804 – Trespassing • 806 – Destruction of Property • 891 – Sells or Solicits Sale of Controlled Substance • 892 – Possesses or Uses Illegal Drugs • 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity

Error No.	Error	Requirement
E21	Missing Length of Suspension	If suspension occurred in conjunction with arrest, must indicate length of suspension.
E22	Invalid/Missing Arresting Offense	Valid values: 201 – Alcohol 202 – Inhalants 203 – Drugs/Controlled Substances 204 – Tobacco 301 – Firearms 302 – Other Guns 303 – Other Weapons 401 – Attack on Adult 402 – Attack on Student 403 – Threat to Adult 404 – Threat to Student 405 – Fighting 406 – Extortion 407 – Bullying/Harassment 408 – Serious Bodily Injury 501 – Arson/Fire 502 – False Alarm/Bomb Threat 503 – Explosives 601 – Sexual Attack 602 – Sexual Harassment 603 – Sexual Activity 701 – Disrespect 704 – Disruption 801 – Academic Dishonesty 802 – Inappropriate Use of Personal Electronics 803 – Theft 804 – Trespassing 806 – Destruction of Property 891 – Sells or Solicits Sale of Controlled Substance 892 – Possesses or Uses Illegal Drugs 893 – Bringing or Possessing a Firearm onto School Property or to a School Sponsored Activity

Error No.	Error	Requirement
E23	Invalid/Missing Location of Arrest	Valid values: • On School Grounds • Off School Grounds • School Sponsored Event • To/From School • School Bus • Inside the School Building
E24	Invalid/Missing Arresting Officer	Valid values: • SRO • Law Enforcement Officer
E25	Invalid/Missing Arresting Officer's Primary Assignment	Valid values: • Yes • No
E26	Missing Where Arresting Officer is Assigned	If Arresting Officer's Primary Assignment='No', must be populated.
E27	Invalid/Missing Law Enforcement Referral	Valid values: • Yes • No • Unknown
E28	Invalid/Missing DJS Referral	Valid values: • Yes • No • Unknown
E29	Invalid/Missing DJS Referral by Whom	If DJS Referral='Yes', must be populated. Valid values: • Local Police Officer • SRO • School Administrator • Other
E30	DJS Referral by Whom not required	If DJS Referral='No', must be blank.
E31	Invalid/Missing Final Outcome	Valid values: • Juvenile Placement or Juvenile Detention • Alternative School Placement • Therapeutic Placement • Transfer within district • Transfer to another district • Returned to School • Expulsion • Diversion Program • Overturned
E32	Missing Length of Juvenile Placement or Juvenile Detention	If Final Outcome='Juvenile Placement or Juvenile Detention', must be populated.
E33	Invalid Out-of-School or In-School Suspension (Code 301)	Suspension offense 301-Firearms cannot be reported as an in-school suspension. Change to out-of-school suspension.

Error No.	Error	Requirement
E34	Offenses 891, 892, 893 - students with disabilities only	Offense codes 891, 892, and 893 are for students with disabilities only. Student should be reported with Special Education Services=Yes.
W01	WARNING: Multiple arrests on same day	If student was charged with multiple offenses for the same incident, report only the most serious offense. Cannot report multiple arrests on same day.
W02	WARNING: Invalid DOB	Age of student is less than 5 or greater than 21. Verify Date of Birth.

MARYLAND STATE DEPARTMENT OF EDUCATION
VERIFICATION OF STUDENT ARRESTS DATA
2019-2020

I certify that the 2019-2020 Student Arrests data reported to the Maryland State Department of Education (MSDE) includes arrests and referrals to law enforcement agencies or to the juvenile justice system that occurred from July 1, 2019 through June 30, 2020. After reviewing the Student Arrests data reports, I am in agreement that the data submitted to MSDE is accurate. I understand the data will be compiled for a report to the Maryland State Board of Education and will be posted on the MSDE's website.

_____
Local Education Agency

_____   _____
Signature of Superintendent of Schools   Date

Return this form by October 30, 2020 to:

Kathy Donithan
Division of Assessment, Accountability
    and Information Technology
Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201-2595
kathy.donithan@maryland.gov