

## STEP BY STEP PROCEDURES TO FOLLOW TO RECORD STUDENT INCIDENCES

Our current SCM system accrues counts for student incidences based on SCM number. In many instances there will be multiple students involved in one incident. If each student receives their own referral with its own SCM # then this will cause over reporting for that incident, noting that the count is derived by the SCM #'s inputted into DSIS. Please read the following example and steps provided to ensure accuracy of Incident Reporting:

*Example: Three students are involved in a mutual fight inside the cafeteria during lunch. The students do not stop fighting once they are verbally directed by their school administrator. Physical separation by school staff is initiated to stop the fight.*

This is an example of **one** incident of a "Major Fight". To eliminate this one major fight being recorded as **three** major fights (**3 different SCM #'s**); please adhere to the following steps:

1. Once all students are contained and situated in the main office, a referral is completed for each student.
2. Once the referral has been completed and all necessary codes have been provided and you have ensured the same incident time is indicated on each referral for each participant, use the SCM # for student # 1 and scratch out the SCM # for student's # 2 and #3 and write in the SCM # for student # 1 for each of their referrals. (By doing this all three referrals will now have the same SCM #).
3. Input each student's referral individually into DSIS as you normally would. Now each student involved will have the same SCM # inputted into DSIS which will eliminate this **one** incident of Major Fighting being recorded as **three** incidences of Major Fighting.

Following the steps described above will help to ensure that what is recorded at your school site is an accurate portrayal of student incidences at your school.