

THIS AIM USER GUIDE EXPLAINS THE VARIOUS EVENT AND RESOLUTION CODES AND THEIR DESCRIPTIONS FOR INFINITE CAMPUS.

**NOTE:** *IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. \*DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

# Behavior- Event & Resolution Codes and Descriptions Reference Guide

## AIM User Guide

This AIM user guide provides an at-a-glance view of event and resolution codes and then a detailed description for event and resolution codes used within Infinite Campus.

**NOTE:** *Incidents which take place during the reporting period that meet the following criteria must be reported:*

- An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or enrolled in a 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC). In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21<sup>st</sup> CCLC students are required for federal reporting;
- An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting.
- For questions pertaining to 21<sup>st</sup> Century students, please contact [Amanda Domino](#) 431-0466.

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Before proceeding with choosing an Event or Resolution code, it's important to know that the MT Event Type codes listed below are only to be used when the event results in one of the MT Resolution Type codes listed at the bottom. *For all other incident/action types, districts will create local event and local resolution codes.*

## **MT Event Codes at-a-Glance**

|                                  |      |   |
|----------------------------------|------|---|
| <b>Felonies</b>                  | 2000 | Homicide  |
|                                  | 2300 | Kidnapping  |
|                                  | 2800 | Sexual Battery                                      |
|                                  | 2600 | Robbery (Involves Physical Harm)                    |
| <b>Weapons</b>                   | 11   | Handgun   |
|                                  | 12   | Shotgun/Rifle                                       |
|                                  | 13   | Other Firearms                                      |
|                                  | 20   | Knife, Blade 2.5" or Greater                        |
|                                  | 96   | Dangerous Weapon                                    |
|                                  | 97   | Other Weapons                                       |
| <b>Fighting</b>                  | 1300 | Aggravated Assault (Battery)                        |
|                                  | 1700 | Fighting (Mutual Altercation)                       |
|                                  | 2500 | Physical Altercation, Minor                         |
| <b>Offenses Against Persons</b>  | 3200 | Threat/Intimidation                                 |
|                                  | 2900 | Other Sexual Offenses                               |
|                                  | 1800 | Harassment (Nonsexual), Bullying, Intimidation      |
| <b>Drugs</b>                     | 1600 | Drugs (Excluding alcohol and tobacco)               |
|                                  | 1000 | Alcohol   |
|                                  | 3300 | Tobacco   |
| <b>Offenses Against Property</b> | 2700 | School Threat (of Destruction or Harm, Bomb Threat) |
|                                  | 1400 | Breaking and Entering/Burglary                      |
|                                  | 3100 | Theft   |
|                                  | 3500 | Vandalism   |
|                                  | 3400 | Trespassing   |
|                                  | 1100 | Arson   |
| <b>Other Offenses</b>            | 9000 | Other Offenses (Forgery, Fraud, Bribery)            |
| <b>Disruptive Behavior</b>       | 2200 | Insubordination (Disobedience)                      |
|                                  | 1500 | Disorderly Conduct                                  |
|                                  | 2400 | Obscene Behavior                                    |
|                                  | 1200 | Attendance Policy Violations                        |

## **MT Resolution Codes at-a-Glance**

| <b>Code #:</b> | <b>Resolution Name:</b>                             |
|----------------|---|
| 250            | Expulsion, interim alternative setting (IAES)       |
| 260            | Expulsion, without services                         |
| 400            | Suspension, OSS, interim alternative setting (IAES) |
| 410            | Suspension, OSS, without services                   |
| 500            | Suspension, in-school                               |

# MT Event Code and Descriptions

## Felonies

- 2000 Homicide:** Killing a human being.
- 2300 Kidnapping:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
- 2800 Sexual Battery:** Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
- 2600 Robbery (involves Physical Harm):** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)

## Weapons

- 11 Handgun:** The weapon involved is a handgun or pistol.
- 12 Shotgun/Rifle:** The weapon involved is a shotgun or rifle.
- 13 Other Firearms:** The weapon involved is another type of firearm not named above, include:
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
  - The frame or receiver of any weapon described above.
  - Any firearm muffler or firearm silencer; and
  - Any destructive device, which includes:
    - Any explosive, incendiary (e.g., bomb, grenade), or poison gas.
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
    - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

## Fighting

- 1300 Aggravated Assault (Battery):** Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs.  
Examples: Striking that causes bleeding, broken nose; kicking while a student is down.
- 1700 Fighting (Mutual Altercation):** Mutual participation is an incident involving physical violence where there is no major injury.

**2500 Physical Altercation, Minor:** Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.

## Offenses Against Persons

**3200 Threat/Intimidation:** Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

**2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure):** Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. **Note:** Consider age and developmentally appropriate behavior before using this category.

## Substance Abuse

**1600 Drugs (Excluding Alcohol and Tobacco):** Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

**1000 Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.

**3300 Tobacco:** Possession, use, distribution, or sale of tobacco products.

## Offenses Against Property

**2700 School Threat (of Destruction or Harm):** Any threat verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.

**1400 Breaking and Entering/Burglary:** Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

**3100 Theft:** The unlawful taking of property belonging to another person without threat, violence, or bodily harm. Electronic theft of data should be coded here.

**3500 Vandalism:** Willful destruction or defacement of school or personal property.

**3400 Trespassing:** To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

**1100 Arson:** Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fire would be included in this category if they were contributing factors to a damaging fire.

## Other Offenses

**9000 Other Offenses (Forgery, Fraud, Bribery):** Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

## Disruptive Behavior

- 2200 Insubordination (Disobedience):** Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.
- 1500 Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function, behavior that substantially disrupts the orderly learning environment.
- 2400 Obscene Behavior:** Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures, or language/profanity.
- 1200 Attendance Policy Violation:** Violation of school district, or school policy relating to attendance.

## Race/Ethnicity Codes

### Part 1 Ethnicity

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

### Part 2 Race (Choose one or more)

- AM7 American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South American, including Central America, and who maintains tribal affiliation or community attachment.
- AS7 Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.
- BL7 Black or African American:** A person having origins in any of the black racial groups of Africa.
- PI7 Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WH7 White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## Location Definitions

**On Campus:** Any incident that occurs on school property or at a school related activity at off-site location (e.g., away athletic or school club events, field trips, etc.).

**Off Campus:** Any incident that occurs during regular school hours, away from the school's campus, and is not at a school related activity.

## Special Ed Disabilities

|           |  |           |                               |
|-----------|--|-----------|-------------------------------|
| <b>AU</b> | Autism                                 | <b>HI</b> | Hearing Impairment            |
| <b>CD</b> | Cognitive Delay                        | <b>LD</b> | Learning Disability           |
| <b>DB</b> | Deaf/Blindness                         | <b>OH</b> | Other Health Impairment       |
| <b>DD</b> | Developmental Delay<br>(Ages 3-5 only) | <b>OI</b> | Orthopedic Impairment         |
| <b>DE</b> | Deafness                               | <b>SL</b> | Speech/Language<br>Impairment |
| <b>ED</b> | Emotional Disturbance                  | <b>TB</b> | Traumatic Brain Injury        |
|           |  | <b>VI</b> | Visual Impairment             |

## MT Resolution Codes and Descriptions

### Resolution

In recent years we have noticed an influx in inaccurately reporting resolutions for a student's behavior. Below is a list of the resolution codes, the Montana Statute that is in accordance with the resolution, and a general description.

### Expulsion

**Expulsion can only happen after a student has been suspended for over 20 days.**

[Montana Statute 20-5-202, MCA](#): States that expulsion is a disciplinary action available only to the school district board of trustees. The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student.

The statute also states that the trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than one calendar year unless the trustees modify the requirement for expulsion of a student on a case-by-case basis ([20-5-202, MCA](#)).

#### **250 Expulsion, placed in interim alternative educational setting (referral by school personnel):**

The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services for the duration of the expulsion. The length of removal should include the school days the student was suspended pending board action to expel.

#### **260 Expulsion, without services:**

The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion, with total cessation of educational services. The length of removal should include the school days the student was suspended pending board action to expel.

## Out-of-School Suspension

[Montana Statute 20-4-302\(5\), MCA](#): In a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

[Montana Statute 20-5-202\(1\), MCA](#): The trustees of a district shall adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

[Montana Statute 20-5-202\(3\), MCA](#): A teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

### **400 Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel):**

The student is removed from his/her current educational setting in accordance with school district suspension policy and placed in an interim alternative educational setting to continue receiving educational services for the duration of the suspension. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and to progress toward meeting the IEP goals.

### **410 Suspension, out-of-school, without services:**

The student is removed from his/her current educational setting in accordance with school district suspension policy and from all school settings for the duration of the suspension during which the student does not receive educational services.

### **500 In-School Suspension**

## Persistently Dangerous Schools

Pursuant to this ACT, the Office of Public Instruction adopts this operational definition: “Persistently dangerous public elementary school or secondary school,” in the context of Elementary and Secondary Education Act of 1965 [As Amended Through P.L. 116–94, Enacted December 20, 2019], a Montana public elementary or secondary school is persistently dangerous if both of the following two conditions exist:

- (1) in each of three consecutive years, the school has a federal state gun-free schools’ violation, or a violent criminal offense has been committed on school property or at a school related activity at an off-site location, and
- (2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates.
  - a. More than five expulsions for a school of less than 250 students,
  - b. More than 10 expulsions for a school of more than 250 students but less than 1000 students, or
  - c. More than 15 expulsions for a school of more than 1,000 students.



A student attending a persistently dangerous public elementary or secondary school OR a student who becomes a victim of a violent criminal offense while in or on the grounds of the public school that student attends must be allowed to attend a safe public school within the local education agency. LEAs are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring LEA to accept transfer students.

For the purpose of this definition, a “violent criminal offense” shall include Threat and Intimidation, Kidnapping, Sexual Battery, Robbery involving physical harm, Homicide, Aggravated assault.

The school/district shall use the definitions of these terms as defined in this guide.

ESEA reference: Title IX, Part E- Uniform Provisions, Subpart 2, Section 9532 (specifically identified as the Unsafe School Choice Option) Public Law 107-11-, Section 9531, 115 Stat. 1425, 1984-1985.

For additional information or questions, please call the Coordinated School Health Unit within the Department of Student Support Services at (406) 444-0773 or (406) 444-4706.

**For more information, contact Kristie Sears at 1-406-444-0685 or**

**[Submit an AIM Help Desk Ticket](#)**