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## Combined Incident Reporting Software (CIRS) Reporting Instructions: The Essentials

### Why is the information collected?

1. to provide each school with important data about their school climate to support their improvement efforts
2. to show trends throughout the state which can inform policy decisions
3. to provide evidence of compliance with federal and state requirements

### Key Points to Remember:

1. Suspend (in and out of school)/expel judiciously - These discipline strategies should be used as a last resort. Our goal is to use restorative practices and tiered supports as much as possible to keep students in school and learning.
2. What: Required Incidents to Report:
  - a. Suspensions and Expulsions
  - b. Hazing, Harassment and Bullying Complaints
  - c. Violent Crimes
  - d. Weapon Possession/Use
  - e. Unilateral Removal to an Alternate Setting
3. Why: Choose from the Incident Type drop down menu *first*. (top box)
  - Detailed incident type definitions can be found in the CIRS Glossary (located in the software).
  - ONLY choose "School Policy/Conduct," if the reporting incident is not in the Incident Type drop down menu. Clearly explain the incident so someone not present would understand the reason for the resulting suspension/expulsion.
  - Only complete *one* incident report per suspension/expulsion. Choose the most serious incident from the "Incident" drop down menu to report if there are multiple incident types in one situation.
4. Who: Be certain that you have correctly identified the student and any victims associated with the incident. (bottom third of screen)
5. When: Mark suspensions/expulsions in increments of a day, not just *whole* days, each and every time a student misses instruction for disciplinary reasons.
6. Incident Reports should be completed on an *ongoing* basis. The data is officially submitted to the AOE on July 1 of each year.

Questions may be addressed to:

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