

Reporting and Suspensions Guidelines for District 75

1. All OORS reports must be done by an administrator and approved by the principal before they are submitted.
2. If you are not sure which code to use for a level 4 or 5 infraction, or what disciplinary action must follow, please call Mary Mason Simpson(212-802-1654) or Vicki Hoffman (212-802-1584) to discuss.
3. You must enter ALL Principal's (i.e. "in-house") and Superintendent's suspensions in both the OORS and the SOHO systems.
 - **All Principal's Suspensions must be entered in SOHO** and reflected on the OORS. Principal's suspensions are required by the City Wide Standards for Level 4 B codes and A36, 45, 46, 47 and 48.
 - **All Superintendents' Suspensions must be entered in SOHO** and are mandatory for all level 5 infractions.
 - If a Superintendent's Suspension is requested but denied, this should be clearly indicated on the OORS report as an update.
4. You must enter an OORS for an incident within 24 hours. You can edit the description of incident up until the time you hit the "submit" key, but you do not get the opportunity to revise the initial infraction code. If an infraction code is incorrect you will need to email OSYDDATA@schools.nyc.gov with a cc to Mary Mason Simpson to have the code changed. The email must include a valid reason for the change.
5. If your investigation of an incident (i.e. student-to-student sexual harassment) determines that the incident never occurred, your OORS must state this **or the infraction will be counted against your school**. You may add the info as an update (if report has already been submitted) or as part of the description of incident (if report has been created but not yet submitted). But it **MUST** be stated.
6. Bus exclusions should be clearly stated on the OORS report.
7. If EIC assigns a code with which you disagree when you phone it in, call either Mary Mason Simpson or Vicki Hoffman to discuss *before you file the report*; Mary/Vicki can facilitate a conference call with EIC (as long as it is before 3 PM). EIC has an excellent understanding of D75 students and will do their best to issue the most correct code for the incident.
8. Review the OORS reports for your school regularly, **but at least once a month**. You should be checking for:
 - Accuracy of shared reports
 - Accuracy of assigned codes
 - Necessary updates for injuries (the victim was seen by the nurse and found no indication of an injury; the victim was able to continue to work and did not miss any time, etc.)
 - Necessary updates for unfounded allegations
 - Any follow up information on administrative action
 - A reasonable correlation between the # of Level 4 and 5 incidents and the # of suspensions filed.