

2020-2021 School Discipline

Purpose:

The purpose of the School Discipline (SDA) collection is to capture: (1) the count of students disciplined based on the type of incident (behavior), (2) the demographics of the student(s) disciplined and (3) the count of students who brought or possessed a firearm for each school. The data reported in this collection is also used to pre-populate the Civil Rights Data Collection (CRDC) for LEAs which occurs every other year.

Dependencies:

Reportable incidents have occurred within the school during the reporting school year for the Discipline by Action File and Student by Demographic File. Firearms were brought or possessed within the school during the reporting school year for the Firearm (GFSA) Discipline File.

Record Expectation:

All reportable incidents (an incident that is one of the coded behaviors or an incident which resulted in a suspension or expulsion) are to be included in both the Discipline by Action File and Student by Demographic File.

All firearm incidents need to be reported in the Firearm (GFSA) Discipline File.

If no reportable incidents or firearm incidents occurred, the Discipline by Action File, Student by Demographic File and Firearm (GFSA) Discipline File would not need to be uploaded and submitted.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Discipline by Action File							
* Indicates required							
** Indicates field is OPTIONAL and Added for CRDC Reporting Purposes Only							
School District/BOCES Code*	4	1	4	1	A2	1111	
School Code*	4	5	8	2	B2	5555	
Behaviors/Allegations*	2	9	10	3	C2	01	
Weapon Description**	1	11	11	4	D2	0	
Total Number of Incidents/Allegations*	4	12	15	5	E2	22	
Classroom Removal Incidents*	4	16	19	6	F2	2	
In-School Suspension Incidents*	4	20	23	7	G2	8	
Out-of-School Suspension Incidents*	4	24	27	8	H2	6	
Expulsion Incidents*	4	28	31	9	I2	3	
Law Enforcement Referral Incidents*	4	32	35	10	J2	4	
Other Action Taken Incidents*	4	36	39	11	K2	0	
Optional Sort Field	10	40	49	12	L2	1234567890	OPTIONAL and can be blank



2020-2021 School Discipline

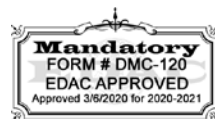
Discipline by Action File

School District/BOCES Code – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code Table.

Behaviors/Allegations – Provide the behavior code for the behavior that occurred or the allegation type reported at the school for the school year. To obtain additional clarification or statutes regarding the behavior codes, please refer to: [Behavior Statutes/Clarifications document](#). An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Allegations can be reported by anyone (e.g., alleged victim; parents of alleged victim), however the alleged victims must be students. The harassment or bullying can be carried out by students, school employees, or non-employee third parties. For determining the type of allegation for reporting purposes, use the likely motives of the alleged harasser and not the actual status of the alleged victim.

BEHAVIOR CODES		
01	Drug Violation	Use, possession, or sale of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events.
02	Alcohol Violation	Use, possession or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
03	Tobacco Violation	Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
04	1st, 2nd Degree or Vehicular Assault	Commission of an act on school grounds that if committed by an adult, would be considered First Degree Assault, as described in Section 18-3-202, C.R.S., Second Degree Assault, as described in section 18-3-203, C.R.S., or Vehicular Assault, as described in Section 18-3-205, C.R.S.
05	Dangerous Weapons	Carrying, bringing, using or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or the school district. A firearm, whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
06	Robbery	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
07	Other Felony	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.
08	Disobedience/Defiant or Repeated Interference	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students.



2020-2021 School Discipline

09	Detrimental Behavior	Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students of school personnel, including but not limited to incidents of bullying and other behavior that creates a threat of physical harm to the student or to other students. “Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.
10	Destruction of School Property	Willful destruction or defacement of school property.
12	Other Violation of Code of Conduct	Other violations of the Local Board of Education’s code of conduct that resulted in suspensions, expulsions or resulting referrals to law enforcement, not already reported in above categories. These violations may or may not be documented in a student’s record (22-32-109(1) (2) (B)).
13	3rd Degree Assault/Disorderly Conduct	Commission of an act on school grounds that, if committed by an adult would be considered third degree assault, as described below in section 18-3-204, C.R.S., or Disorderly Conduct, as described below in section 18-9-106 (1) (d), C.R.S. referring to fights.
14	Marijuana Violation	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.
15	Sexual Violence/ Battery (other than Rape)	Acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. Sexual Violence means a physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent. Incidents of sexual violence/battery (other than rape) - An incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual battery. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).
16	Rape or Attempted Rape	Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Both male and female students can be victims of rape. Rape is not defined as a physical attack or fight.
Civil Rights Data Collection Behavior Categories		
17	Threats of Physical Attack	Includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded.
18	Allegations of harassment or bullying on the basis of sex**	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of sex</u> includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as



2020-2021 School Discipline

		graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
19	Allegations of harassment or bullying on the basis of race, color or national origin**	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of race, color, or national origin</u> refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
20	Allegations of harassment or bullying on the basis of disability**	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of disability</u> refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.
21	Allegations of harassment or bullying on the basis of sexual orientation**	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of sexual orientation</u> refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.
22	Allegations of harassment or bullying on the basis of religion**	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of religion</u> refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.



2020-2021 School Discipline

Weapon Description: Provide additional information for the reported behavior and whether a weapon was used or not during the incident.

0	No Weapon**	No weapon was used for reported behavior.
1	With Weapon**	A weapon is any instrument or object used with the intent to threaten, injure, or kill. This includes look-alikes if they are used to threaten others. Using words that refer to a weapon would not be considered with a weapon.
2	With Firearm or Explosive Device**	A firearm or explosive device refers to any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

Total Number of Incidents/Allegations – The total number of incidents or allegations (not students) made to be reported for the specified behavior/allegation type. For reported behaviors, this will be the sum of Classroom Suspension/Teacher Removal, In School Suspension, Out of School Suspension, Expulsion, and Other Action Taken for incidents with the Referrals to Law Enforcement included only if no other action is being reported for that behavior. For reported allegations, no additional fields would be reported other than the Total Number of Allegations and could be reported as either blank or zero-filled.

Classroom Removal Incidents – The total number of incidents or allegations (not students) involving the reported behavior in which the most severe action taken was the student(s) being suspended from the classroom or removed by the teacher. Include only those incidents where the teacher removal process provided by C.R.S. 22-32-109.1(2) (a) (II) was followed (including contacting the parent or guardian, having a student-parent-teacher conference and if the second removal, developing a behavior plan). Other in school suspensions should be reported in the "In School Suspension" column.

In-School Suspension Incidents – The total number of incidents (not students) involving the reported behavior in which the most severe action taken was the student(s) being suspended in school.

- Student suspended from classroom to another location in the school in accordance with Local Board Policy. Do not report any incidents that followed the teacher removal process provided by C.R.S. 22-32-109.1(2) (a) (II). They should be reported in the "Classroom Removal" column.

Out of School Suspension Incidents – The total number of incidents (not students) involving the reported behavior in which the most severe action taken was the student(s) being suspended out of school.

- Student suspended from school grounds in accordance with Local Board Policy.

Expulsion Incidents – The total number of incidents (not students) involving the reported behavior in which the most severe action was the student(s) being expelled.

- Student expelled in accordance with Local Board Policy. Expelled students who are on abeyance should be included because the most serious action taken is expulsion.



2020-2021 School Discipline

Law Enforcement Referral Incidents – The total number of incidents (not students) involving the reported behavior in which the student(s) were referred to law enforcement. If the incident was referred to law enforcement, indicate the most serious action taken (e.g., suspension, expulsion) in addition to the referral to law enforcement. Law enforcement referrals will not be counted in the total incident count unless law enforcement referral is the only column checked.

- A communication between a school administrator, teacher, or other school employee and law enforcement that:
 - A. Is initiated by the school administrator, teacher, or other school employee; and
 - B. Concerns behavior by a student who the school administrator, teacher, or other school employee believes may constitute a violation of the school conduct and discipline code or a criminal or delinquent offense and for which the school administrator, teacher, or other school employee requests an investigation or other involvement by a law enforcement.
- Referral to law enforcement ***does not*** include:
 - A. Contact with law enforcement that is made for the purpose of education, prevention, or intervention regarding a student's behavior;
 - B. Routine or incidental communication between a school administrator, teacher, or other school employee and law enforcement.
 - C. Any Incident or Communication that is initiated by Law Enforcement.
- Law Enforcement includes any law enforcement agency, law enforcement officer or school resource officer.

Other Action Taken Incidents - The total number of behavioral incidents (not students) in which the most severe action taken to the student(s) is not included as a data field type (i.e. suspension, expulsion, etc.). Other Action Taken is defined by state statute as any other form of discipline, which shall be officially identified as part of a board policy.

OPTIONAL SORT FIELD – for district use only to assist with reporting accurate information. Potential codes that can be used: Incident ID, SASID or LASID. If a code is utilized, then report 1 record per student/incident. If the code is not utilized and this is blank, then the aggregated data can be reported without an ID. This field may be blank or zero-filled. Suggestion is to use this for the incident ID for this file if applicable. This field can also be blank.



2020-2021 School Discipline

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Firearm (GFS) Discipline File							
* Indicates required							
School District/BOCES Code*	4	1	4	1	A2	1111	
School Code*	4	5	8	2	B2	5555	
Grade Level*	3	9	11	3	C2	050	
Firearm Weapons*	2	12	13	4	D2	01	
IDEA/Special Education*	1	14	14	5	E2	0	
Brought or Possessed at School*	2	15	16	6	F2	5	
Students Expelled*	2	17	18	7	G2	5	
Students Expelled Less Than One Year*	2	19	20	8	H2	4	
Students Referred And Expelled Less Than One Year*	2	21	22	9	I2	3	
Students Expelled At Least One Year*	2	23	24	10	J2	1	
Students Referred And Expelled At Least One Year*	2	25	26	11	K2	1	
Students Not Disciplined*	2	27	28	12	L2	0	
Students Disciplined Other*	2	29	30	13	M2	0	
Students Removed Other*	2	31	32	14	N2	0	
Optional Sort Field	10	33	42	15	O2	1234567890	OPTIONAL and can be blank

Firearm (GFS) Discipline File

School District/BOCES Code – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code Table.

Grade Level – Indicate the grade level for action(s) reported.

004	Pre-Kindergarten (Preschool)
006	Half Day Kindergarten (450+ hours)
007	Full Day Kindergarten (900+ hours)
010	Grade 1
020	Grade 2

030	Grade 3
040	Grade 4
050	Grade 5
060	Grade 6
070	Grade 7

080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12



2020-2021 School Discipline

Firearm Weapons – The weapon associated with the incident.

01	Handgun	A firearm which has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described previously can be assembled as defined in Title 18 United States Code 921(a).
02	Rifle/ Shotgun	A rifle is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. A short-barreled rifle is a rifle having one or more barrels less than sixteen inches in length and any weapon made from a rifle (whether by alteration, modification, or otherwise) if such weapon, as modified, has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a). A shotgun is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. A short-barreled shotgun is a shotgun having one or more barrels less than eighteen inches in length and any weapon made from a shotgun (whether by alteration, modification or otherwise) if such a weapon as modified has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a).
03	Other Firearms	The following are included as a type of Other Firearm, according to Section 921 in 18 USC 921: (1)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 an explosive; (2)the frame or receiver of any weapon described above; (3)any firearm muffler or firearm silencer (4)any destructive device, which includes any explosive, incendiary, or poison gas (Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or similar device), (5) 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 or (6) any combination or 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. <i>(Note: This definition does not apply to items such as toy guns, facsimiles, cap guns, bee-bee guns, and pellet guns.)</i>
04	Multiple Firearms	Two or more of the firearms listed above (01, 02, or 03) were associated with the incident.

IDEA/Special Education – Indicates if the record is for IDEA/Special Education students.

0	No
1	Yes

Brought or Possessed at School – Number of students who brought or possessed firearms.



2020-2021 School Discipline

Students Expelled – Number of students expelled for firearms brought to or possessed at school.

Students Expelled Less Than One Year – Number of students expelled for less than the mandatory one calendar year term.

Students Referred and Expelled Less than One Year – Number of students expelled for less than the mandatory one calendar year that resulted in a referral to an alternative school or program.

Students Expelled At Least One Year – Number of students expelled for the mandatory one calendar year term or more.

Students Referred and Expelled At Least One Year – Number of students expelled for the mandatory one calendar year term that resulted in a referral to an alternative school or program

Students Not Disciplined – The students not disciplined for firearms brought or possessed at school.

Students Disciplined Other – Number of students resulted in a disciplinary action other than expulsion (i.e. suspension, classroom removal, etc) for firearms brought or possessed at school.

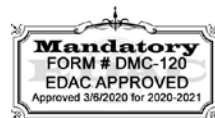
Students Removed Other – Number of students resulted in another type of removal from school not listed above (i.e. death, incarcerated, etc) for firearms brought or possessed at school.

OPTIONAL SORT FIELD – for district use only to assist with reporting accurate information. Potential codes that can be used: Incident ID, SASID or LASID. If a code is utilized, then report 1 record per student/incident. If the code is not utilized and this is blank, then the aggregated data can be reported without an ID. This field may be blank or zero-filled. Suggestion is to use this for the SASID or LASID for this file if applicable. This field can also be blank.



2020-2021 School Discipline

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Discipline by Student Demographics File							
* Indicates required							
** Indicates field added for CRDC Reporting Purposes Only							
School District/BOCES Code*	4	1	4	1	A2	1111	
School Code*	4	5	8	2	B2	5555	
Ethnicity/Race*	2	9	10	3	C2	01	
Gender*	2	11	12	4	D2	01	
Grade Level*	3	13	15	5	E2	050	
IDEA/Special Education*	1	16	16	6	F2	0	
Section 504 Status*	1	17	17	7	G2	0	
ELL Status*	1	18	18	8	H2	0	
Unduplicated Count of Students Disciplined*	4	19	22	9	I2	19	
Classroom Removals*	4	23	26	10	J2	5	
In-School Suspensions*	4	27	30	11	K2	4	
Received Only One Out-of-School Suspension*	4	31	34	12	L2	3	
Received More than One Out-of-School Suspension*	4	35	38	13	M2	2	
Total Out-of-School Suspensions*	4	39	42	14	N2	2	
Expulsions With Educational Services*	4	43	46	15	O2	1	
Expulsions Without Educational Services*	4	47	50	16	P2	2	
Law Enforcement Referral*	4	51	54	17	Q2	3	
School Related Arrest*	4	55	58	18	R2	0	
Other Action*	4	59	62	19	S2	1	
Transferred to Alternative School (for Disciplinary Reasons)**	4	63	66	20	T2	0	
Subjected to Mechanical Restraint**	4	67	70	21	U2	2	
Subjected to Physical Restraint**	4	71	74	22	V2	1	
Subjected to Seclusion**	4	75	78	23	W2	0	
Students Reported as Harassed or Bullied on the Basis of Sex**	4	79	82	24	X2	3	
Students Reported as Harassed or Bullied on the Basis of Race or Color or National Origin**	4	83	86	25	Y2	2	



2020-2021 School Discipline

Students Reported as Harassed or Bullied on the Basis of Disability**	4	87	90	26	Z2	1	
Students Disciplined for Bullying or Harassment on the Basis of Sex**	4	91	94	27	AA2	0	
Students Disciplined for Bullying or Harassment on the Basis of Race or Color or National Origin**	4	95	98	28	AB2	1	
Students Disciplined for Bullying or Harassment on the Basis of Disability**	4	99	102	29	AC2	2	
Optional Sort Field	10	103	112	30	AD2	1234567890	OPTIONAL and can be blank

Discipline by Student Demographic File

School District/BOCES Code – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code Table.

Ethnicity/Race – Indicate the Ethnicity/Race for action(s) reported.

01	American Indian or Alaska Native
02	Asian
03	Black
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races

Gender – Indicate the gender for action(s) reported.

01	Female
02	Male



2020-2021 School Discipline

Grade Level – Indicate the grade level for action(s) reported.

004	Pre-Kindergarten (Preschool)
006	Half Day Kindergarten (450+ hours)
007	Full Day Kindergarten (900+ hours)
010	Grade 1
020	Grade 2

030	Grade 3
040	Grade 4
050	Grade 5
060	Grade 6
070	Grade 7

080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12

IDEA/Special Education – Indicates if the record is for IDEA/Special Education students.

0	No
1	Yes

Section 504 Status – Indicates if the record is for students identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973, but may or may not be eligible for special education placement under the Individuals with Disabilities Education Act.

0	No
1	Yes

ELL Status – Indicates if the record is for students who have a Language Background other than English and is currently being served or monitored by a Language Instruction Program. This includes all students who have a language proficiency of Non-English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP) Monitor Year 1, or FEP Monitor Year 2.

0	No
1	Yes

Unduplicated Count of Students Disciplined – The unduplicated count of students involved in an incident which resulted in being counted in this file with an associated action type (classroom suspension, in-school suspension, etc.).

Classroom Removals – The total number of students (not incidents) removed by the teacher or suspended from the classroom. If a student was removed or suspended multiple times, each time is included in this count.

In-School Suspensions – The total number of students (not incidents) who received an in-school suspension. If a student received multiple in-school suspensions, each time is included in this count.



2020-2021 School Discipline

Received Only One Out-of-School Suspension – The total number of students (not incidents) who received an out-of-school suspension only once during the school year.

Received More than One Out-of-School Suspension – The total number of students (not incidents) who received an out-of-school suspension more than once during the school year.

Total Out-of-School Suspensions – The total number of students (not incidents) who received an out-of-school suspension. If a student received multiple out-of-school suspensions, each time is included in this count.

Expulsion with Educational Services – The total number of students (not incidents) expelled with educational services provided during duration of the expulsion. The sum of Expulsions with Educational Services and Expulsions without Educational Services would equal the total number expulsions.

Expulsion without Educational Services – The total number of students (not incidents) expelled without educational services being provided during duration of the expulsion. The sum of Expulsions with Educational Services and Expulsions without Educational Services would equal the total number expulsions.

Law Enforcement Referrals – The total number of students (not incidents) referred to law enforcement. If a student was referred to law enforcement multiple times, each referral is included and reported in this count.

School Related Arrest – The total number of students (not incidents) arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official.

Other Action – The total number of students (not incidents) in which another action was taken that was not counted in any other category. Each other action is included, even if the student is being counted multiple times. Other Action Taken is defined as any other form of discipline, which shall be officially identified as part of a board policy.

Transferred to Alternative School (for Disciplinary Reasons) ** - Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services. An alternative school is a public elementary or secondary school that addresses the needs of students who typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside of the categories of regular education, special education, or vocational education.



2020-2021 School Discipline

Subjected to Mechanical Restraint** - refers to the use of any device or equipment to restrict a student's freedom of movement.

*The term mechanical restraint **does not** include devices implemented by trained school personnel, or utilized by a student who have been prescribed by appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:*

- *Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;*
- *Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;*
- *Restraints for medical immobilization; or*
- *Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.*

Subjected to Physical Restraint** – refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely.

*The term physical restraint **does not** include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.*

Subjected to Seclusion** - refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

*Subjected to Seclusions **does not** include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.*



2020-2021 School Discipline

For the following categories of “Students Reported as Harassed or Bullied”

- *Enter the number of students who were reported as harassed or bullied to a responsible school employee (such as a teacher or school administrator), as specified.*
- *Include alleged victims in grades K-12 and comparable ungraded levels.*
- *Alleged victims must be students. The harassment or bullying can be carried out by students, school employees, or non-employee third parties.*
- *In classifying the students reported as harassed or bullied, look to the likely motives of the alleged harasser/bully, and not the actual status of the alleged victim.*
- *A student reported as harassed or bullied on the basis of multiple civil rights categories should be counted in each applicable civil rights category. For example, a student reported as harassed or bullied on the basis of both sex and disability should be reported in both the sex count and the disability count.*

Students Reported as Harassed or Bullied on the basis of Sex**– the number of students who were reported as harassed or bullied to a responsible school employee. Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

Students Reported as Harassed or Bullied on the basis of Race or Color or National Origin**- the number of students who were reported as harassed or bullied to a responsible school employee. Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

Students Reported as Harassed or Bullied on the basis of Disability** - the number of students who were reported as harassed or bullied to a responsible school employee. Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.



2020-2021 School Discipline

For the following categories of: “Students disciplined for Bullying or Harassment:

- Enter the number of students disciplined for harassment or bullying, as specified.
- Include students disciplined in grades K-12 and comparable ungraded levels.
- Alleged victims must be students.
- In classifying the disciplined students, look to their likely motives, and not the actual status of the alleged victims.
- A student disciplined for engaging in harassment or bullying on the basis of multiple civil rights categories should be counted in each applicable civil rights category. For example, a student disciplined for engaging in harassment or bullying on the basis of both sex and disability should be reported in both the sex count and the disability count.

Students Disciplined for Bullying or Harassment on the basis of Sex** - the number of students disciplined for harassment or bullying, as specified.

Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

Students Disciplined for Bullying or Harassment on the basis of Race or Color or National Origin** - the number of students disciplined for harassment or bullying, as specified.

Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

Students Disciplined for Bullying or Harassment on the basis of Disability** - the number of students disciplined for harassment or bullying, as specified.

Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.



2020-2021 School Discipline

OPTIONAL SORT FIELD – for district use only to assist with reporting accurate information. Potential codes that can be used: Incident ID, SASID or LASID. If a code is utilized, then report 1 record per student/incident. If the code is not utilized and this is blank, then the aggregated data can be reported without an ID. This field may be blank or zero-filled. Suggestion is to use this for the SASID or LASID for this file if applicable. This field can be blank.

Document Changes

Date	Description of change	Reason for change	Elements affected
3-30-2020	Updated field name	Clarification of optional field to be used	

